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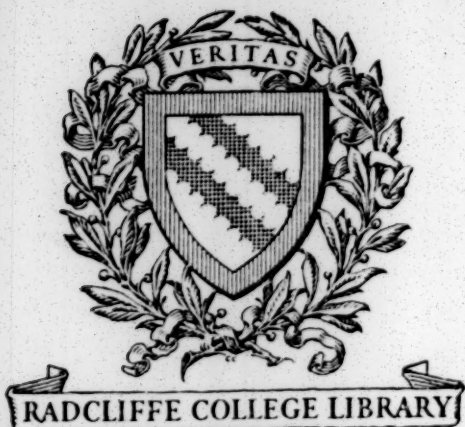
OPPORTUNITIES
FOR
WAR TIME TRAINING FOR WOMEN
IN
NEW YORK CITY
1918-1919

COMPILED BY
The Clearing House for War Time Training for Women
IN CO-OPERATION WITH
The Intercollegiate Bureau of Occupations

Published by
THE CLEARING HOUSE FOR WAR TIME TRAINING FOR WOMEN
of the
COUNCIL OF ORGANIZATIONS FOR WAR SERVICE
19 West Forty-fourth Street
New York City

SEPTEMBER, 1918

Price, Twenty-five Cents



THE GIFT OF
Beatrice Doerschuk

New Republic, October 26, 1916.

Opportunities for War Time Training for Women in New York City, compiled by the Clearing House for War Time Training for Women and the Occupations. New York: 19 West 44th Street;

General work or blindalley work or bread-and-butter for lack of ambition than for lack of maps and compasses. It is to the greatest credit of the Clearing House Bureau that they have published such a book. The booklet is no mere list of occupations arranged catalogue of practical information necessary for these occupations can be obtained. It does not mention more obvious careers, but it does mention this is so much Tantalus fruit unless she is or how much she can become a trained accountant or any one of the hundred things listed by the Clearing House Bureau will make the same survey of opportunities and that through such attention increased.

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If women drift into uncongenial work or blind-alley work or bread-and-butter marriage it is less for lack of ambition than for lack of maps charting their opportunities. It is to the greatest credit of the Clearing House and the Intercollegiate Bureau that they have published such a map, which, though especially adapted for wartime needs also covers nearly every activity of peace. The booklet is no mere list of occupations open to women; it is a well arranged catalogue of practical information as to where the training necessary for these occupations can be obtained. Often enough women are told that they can and should escape the industry and agitated life not to mention more obvious dangers, the average American girl finds it so much Tantalus fruit unless she is shown where and how and for how much she can become a trained accountant or dietitian or mechanic or any one of the hundred things listed by the Clearing House. One hopes that other cities will make the same survey of their vocational-education facilities and that through such attention the facilities will be increased.

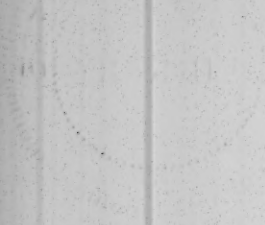
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FOREWORD

"So long as the war continues there will be constant need of very large numbers of men and women of the highest and most thorough training for war service in many lines. After the war there will be urgent need, not only for trained leadership in all lines of industrial, commercial, social and civic life, but for a very high average of intelligence and preparation on the part of all the people."

Woodrow Wilson.

One of the increasingly valuable and undeveloped assets of our country at the present moment is its woman power. Translated into an army of skilled and contented workers this power could help enormously in the task of strengthening the second line of defense.

The Clearing House for War Time Training for Women is a department of the Council of Organizations for War Service and was organized in February, 1918, with a two-fold purpose:

- (1) To assemble the facts regarding opportunities, in New York City, for vocational and professional training preparing women for work in which war conditions have created or stimulated a need for their services.
- (2) To ascertain the current demands for trained women and to compare these demands with the training facilities of the City. These facts, concerning demands for the services of women and their opportunities for training, will constantly be available to those who wish to use them as a guide in directing educational plans, and to those whose responsibility it is to see that all necessary courses are somewhere provided.

An Advisory Council has been organized including representatives of the most important educational agencies in the vicinity. It is the hope of the Executive Committee that this Council will help in formulating the policies of the Clearing House and that it will serve as a practical medium through which the educational institutions of the City may co-ordinate their courses in such a way as to offer the best possible service in the training of women for the important work they are being called upon to perform.

The present bulletin is the second issued by the Clearing House and corrects and supplements for the season 1918-1919 the information contained in the bulletin on "Opportunities for War Time Training for Women in New York City in the summer of 1918," which was published by the Clearing House in June.

The selection of courses included in the following pages is based upon a broad interpretation of the term "war-time training." The withdrawal of great numbers of men from business, from industry, and from the

professions has precipitated the need for great numbers of trained women workers, not merely in the so-called war activities, but in types of work less directly but no less urgently connected with the successful conduct of the war. It has therefore seemed advisable to include in the list certain courses such as those in the commercial and scientific sections, for example, which, though not obviously in the line of war work, prepare women for essential work "behind the lines."

It will be found, perhaps, that certain institutions have been omitted for no obvious reason. In explanation of the basis of choice it should be stated that in the sections on bookkeeping, stenography and typewriting only endowed or semi-public schools have been listed and those private schools which are registered by the State Board of Regents. So in the case of nurses' training only the hospitals recorded in the State Registry have been mentioned. No claim is made for completeness in the list of corporation schools. Incompleteness here is due to the impossibility of securing a full list, since corporations conducting such schools plan them solely to increase the efficiency of the workers already employed by these corporations. Although the following lists contain no courses for teachers, except of non-academic subjects, teaching is, nevertheless, to be regarded as highly important war service. Partly as a result of the low salaries in the teaching profession, but more especially because of the pressure from other fields, large numbers of women are seeking employment in other lines with disastrous results for the schools.

The material published has been prepared by the schools and institutions themselves, either in answer to the special questionnaire sent out by the Clearing House, in personal interviews, or in their printed catalogues and bulletins. It should be pointed out that the credit has been indicated for all courses for which credit is given and details concerning hours, days and fees have been mentioned in all cases except where such details were still unfixed or unobtainable. It has been impossible, within the scope of the present bulletin, to include certain other important data, such as the equipment of the schools, numbers that can be accommodated, character of the instruction in each of the courses, and other facts which would have made the bulletin more valuable. This information is on file in the office of the Clearing House and may be consulted on application.

Every possible effort has been made in the six weeks during which the material has been assembled to insure accuracy and completeness. Errors and omissions will undoubtedly be detected, however. We can expect to approximate completeness only through the active cooperation of the schools themselves and it is our hope that the schools and colleges in the vicinity will come to look upon the Clearing House as the natural depository for all information dealing with the vocational and professional education of women. Several of the courses, to be offered in New York City during the coming winter are still under consideration and remain undecided as this bulletin goes to press and consequently they cannot be included. It is desirable also that certain other courses not now provided or contemplated be planned and organized as soon as the schools and colleges can be shown the need for them.

The creed by which the Clearing House operates includes two impor-

tant articles: equal training opportunities for women and a single wage scale. It is to be noted that certain institutions which have heretofore excluded women are opening their courses to them now. The fact that the schools and colleges have found it all but impossible to learn just where women will be needed explains to a large extent the uncertainty with which they have approached their plans for enlarging or adapting their programs. An attempt has been made in the succeeding pages to indicate very briefly and in a general way the extent of the present need for women with training in the fields listed. The bulletin is published in the hope that by revealing the status of opportunities for vocational training in New York City at this time it may prove suggestive of scarcity of opportunity in some lines and of unnecessary duplication in others.

It is important that the same wisdom and foresight which have been applied to the plan for the technical training of men for their various tasks in the war program should be applied likewise to the preparation of women and that to some extent at least the needs of the Government and of industry should be anticipated. In no other way can we expect to find women ready for the call when it comes. Shall we continue to ignore the need for a national program for the training of women and to leave the formulation of plans for their specific education to scores of unauthorized agencies?

Some of The Current Demands For Trained Women

Since the entrance of the United States into the war the demand for women trained in agricultural pursuits has been greatly stimulated.

Agriculture They have been needed in constantly increasing numbers in various capacities, as farm assistants, gardeners, school garden supervisors, leaders of farm units, and especially as assistants and instructors in agricultural extension work under the States Relations Service of the United States Department of Agriculture. The Federal Government advertised during the past summer for agricultural experts to serve on special assignments in connection with the placing of women on farms and the United States Civil Service Commission has just announced an open competitive examination for specialist in agricultural economics. As this bulletin goes to press, hundreds of women, trained or untrained, are needed in New York State for the harvesting of fruits and vegetables. Moreover, with the glaring need for greater food production, women will be needed not merely as wage earners on the farms of others but increasingly as independent farm owners. The extent to which short intensive courses will prove effective, beyond their usefulness as general background and conditioning, is still an open question. There is no doubt, however, of the need on the farms for women who understand the country's plight and who are willing to work hard.

Women with training in mechanical, electrical, architectural and structural steel drafting are needed constantly by the Navy and War Departments and to some extent also by private corporations.

Applied Art More women should be taking courses to equip themselves for such work. To meet the unusual need the United States Civil Service Commission has announced continuous open competitive examinations in these branches and the demand has not yet been supplied. Radio and copyist radio, as well as topographic drafts-women are also in demand. The General Land Office Service is in need of clerk-draftswomen. So constant is the need and so limited the number of women trained along these lines that continuous open competitive examinations are offered for mechanical draftsmen in the Bureau of Ordnance, Navy Department; for engineering draftsmen in the Bureau of Yards and Docks; for electrical draftsmen in the Bureau of Steam Engineering, Navy Department; for mechanical, architectural and structural steel draftsmen in various branches of the Navy Department, and for copyist topographic draftsmen in the Geological Survey. Aircraft corporations are asking for women trained as draftsmen and designers. The need is urgent. Experienced women with training in hand crafts are required in hospitals in connection with the rehabilitation of wounded and

disabled men. A cable requesting the services over seas of one thousand women teachers as reconstruction aids in occupational therapy has just been received in the Surgeon General's Office in Washington from General Pershing. Poster illustrators are needed, to a lesser extent, in connection with exhibits for the large war relief organizations. Some encouragement is offered to women also who are trained and show talent in textile designing. The calling of men under the new draft law will increase the demand for women photographers and already they have been called upon to some extent to serve the Government. It is to be noted that the examination, for photographer, Grade I, in the office of the Chief of Ordnance, although it requires only three years of experience as a photographer in the operation of a view camera, is not open to women. Women are permitted to take the Grade II examination which requires only one year of experience and offers a much lower salary.

All government departments, all types of corporations and business offices are in need of women skilled in the commercial branches. There is a chronic shortage of capable, well-trained, serious-minded office assistants of all kinds—stenographers, secretaries, bookkeepers, file clerks, typists and machine operators—and the initial salaries for such women are higher than they have ever been before. A definite promise of an opportunity for patriotic service is held out to the girl who will take the necessary training in stenography and typewriting and, given the right educational background and the right point of view, she may advance to important secretarial work. Women with training in bookkeeping, auditing, accounting and actuarial work are needed in increasing numbers. Those skilled in the operation of all types of labor-saving machines—the multigraph, graphotype, addressograph, Burroughs adding, typewriter billing and comptometer machines—find a ready market for their services. Telephone and telegraph operators are created far too slowly. Women with training in the fundamentals of economics and business organization and administration will be required more and more for important executive positions. The government departments and large business houses are calling in experts in the organization and management of file departments and there is a constant demand even for the inexperienced girl who has completed a course in filing. Banks are employing young women apprentices and a good course in banking and finance will help a girl to find herself promptly in the banking world. Small armies of clerks are employed by the federal government in its various branches and the ranks must constantly be filled as individuals drop out or are promoted.

It is difficult to discuss concretely the demands for women with training in economics because, while it is not generally regarded as a vocational subject, a knowledge of economic principles is fundamental to successful work in many lines. The United States Civil Service Commission recently announced an open competitive examination for economist for both men and women, the salary ranging from \$1,800 to \$2,500 a year. The duties include the collection and compilation of data for publication. Public utilities corporations are employing young college women with training in economics

for research work and for the compiling of economic data and the statistical departments of banks have been eager to secure girls with the same type of training. Statisticians are increasingly in demand for departmental service in Washington and in private and semi-public corporations. Vacancies were announced recently in the office of the Chief of Ordnance, War Department. College graduates with one year's experience in statistical work or high school graduates with three years' experience in high grade statistical work can qualify after examination for positions paying from \$1,800 to \$2,500 a year; college graduates with two years' experience in high grade statistical work or high school graduates with four years' experience in high grade statistical work, for positions paying up to \$3,000 a year. An intelligent understanding of labor problems is a basic qualification for successful work with large numbers of industrial workers and these positions are opening increasingly to women (See section on Industry and Trades). Courses in gainful occupations for women and in the recent development of women's work are recommended for deans and vocational counsellors in schools and colleges and some of these courses have been provided at the urgent request of such workers who feel the need of additional and recent vocational information.

Trained workers in this field are insufficient to meet the needs of the present time. Canning demonstrators, food experts in conservation work

Household for government departments and for experiment stations,
Economics dietitians in hospitals, with farm units and in institutions,
including a limited number of service abroad, cafeteria
and canteen workers for cantonments and army hospitals
are all finding a persistent demand for their trained abilities. Home
economics extension work and organization in rural communities are
levying a heavy tax on the supply of women with training in home eco-
nomics and at no time do the schools, offering training in this field, gradu-
ate enough high grade workers to fill the great numbers of positions
which are open. In connection with the work of the Federal Board for
Vocational Education a special agent for home economics education will
be employed at a salary of three thousand dollars to ascertain whether or
not the schools of the various States meet the standards proposed and
approved for the respective States; to advise and give information to
State authorities in carrying out their plans for vocational education;
and to make studies of special phases of home economics education for
vocational schools and classes.

The courses listed under this heading are comparatively few in
number and bear witness to the inadequacy of our present program for
meeting the increasing demand for women workers in

Industry industry. There is, as yet, very little training available
and Trades outside the factory for the women who enter industry.

With the immediate and pressing call for their services
by the hundreds and thousands in all types of factories it will be neces-
sary to formulate with all possible speed a definite program for their
training. All the public evening schools in New York City will proba-
bly be open to women this fall, but the technical courses will be open
only to those who are already employed in the line of work for which

they desire to enroll. The vestibule schools, or school shops, in the factories, provide a specific training designed to familiarize the women with the use of the tools they are to handle. The factories have organized these schools as the best means of meeting their immediate need for additional workers to speed up production. The training which they offer is intended to supply the skill required in the particular processes on which these women are employed. It is extremely important that such training should be given and these schools are doing their share toward increasing the numbers of available workers and helping to answer the government's urgent call for increased and ever increased production. They cannot, of course, offer fundamental training such as would afford an intelligent understanding of the work itself or its relation to the completed product of the plant and it is only on the basis of such fundamental training that women can be expected to meet promptly the changing requirements in industry.

Is not this the time, perhaps, for us to be so equipping our trade schools for girls that they may offer to the younger girls, the industrial workers of the future, a more fundamental and thorough preparation for industry than is now available? Women have entered the factories and machine shops to remain. Our trade schools will be expected to take this fact into account. A course which would (a) afford training in certain basic operations, such as the use of measuring tools, mechanical drafting, the reading of blue prints and the handling of wood work tools, and (b) which would at the same time lay the foundation for an understanding of the relations which should exist between the worker and her work and the organization of which she is to become a part—such a course would open a vista to many workers who would otherwise find themselves in "blind-alley" occupations. There would still remain the need for supplementary training such as is offered in the shop schools, in which is acquired an intimate contact with the particular task on which the worker is to be employed. The present situation offers the best possible opportunity for industry to define its needs to the schools and for educational institutions and industry, working together, and under the general guidance of those responsible for a national program for the vocational education of women, to evolve an educational plan which will have far reaching results.

With the introduction of thousands of women into factory work there is springing up throughout the country a need for trained supervisors of women. They are variously called employment managers, welfare or service superintendents, or personnel managers, according to the emphasis, but whatever their title, they should be women trained for their work. A series of eight months' courses has been organized at Bryn Mawr College to prepare women for positions as "employment managers, service or welfare superintendents, industrial superintendents of women's work, factory inspectors, investigators of industrial problems affecting women and industrial secretaries and leaders." An excellent preliminary course has been organized in Cleveland, Ohio, which will qualify women to take the six weeks' intensive course at the University of Rochester or at Harvard, arranged by Captain Boyd Fisher, Director of the Employment Man-

agement Division of the War Industries Board. It is hoped that this Government course will be repeated also at Columbia University. Women who have the natural qualifications which such work requires would do well to enroll for the intensive training recommended by the Government.

A limited number of translators have been added recently to the staffs of the War Trade Board, the War College, the Executive Postal Censorship, the Bureau of Foreign and Domestic Commerce of the Federal Department of Commerce and to special commissions. French and German are not included among the languages in greatest demand. Those needed particularly are Bohemian, Dano-Norwegian, Dutch, Hungarian, Italian, Malay, Polish, Portuguese, Russian, Slovak, Spanish and Swedish. There may also be opportunity for service in foreign countries for those clerks who perform satisfactory service in the above branches under the Bureau of Foreign and Domestic Commerce. Public utilities corporations sometimes require the services of girls qualified in one or more foreign languages, especially in French or German, but these positions usually require an additional knowledge of one or more sciences.

It is impossible to emphasize too strongly the predicament in which the public libraries of the country find themselves. The demand in government departments and in business corporations for women skilled in filing correspondence, reports, manuscripts and office records, as well as books, is importunate, with the result that large numbers of trained librarians have been called from the public libraries to these specialized fields, leaving the public libraries sadly undermanned. The need for librarians is far in excess of the supply of trained workers. The public libraries are unable to retain their competent workers because of the utterly inadequate remuneration offered. The best financial opportunities at present for the trained librarian are unquestionably outside the public library and unless more women can be recruited for library training and unless better salaries are provided by the public libraries, the field will be permanently crippled. The responsibilities of the public librarians have also been considerably increased by the new demands for service which have been placed upon them, throwing additional burdens upon the depleted ranks. On the other hand the increase in the demand for librarians in business houses—in banks, factories, publishing houses, etc.—does not arise solely out of war conditions, but is a sign of the development of better business organization which is making itself felt in other branches of business as well. In certain of the large business corporations the librarians are among the most important members of the staffs and the salaries occasionally reach the \$4,000 mark. A considerable number of trained and experienced librarians have been called to various departments of the Federal Government and several have been sent overseas on important errands connected with the organization of file and library departments.

Little need be said here concerning the importance in the present emergency of increasing the number of physicians and trained nurses.

Professions The tremendous need for professional workers in these two fields is obvious to all who are in touch with the emergency and war relief organizations of the country—obvious even to those who read the daily papers and the bill posters. Campaigns have been organized to increase by thousands the numbers of trained nurses available for service both here and abroad. General Gorgas is calling for 25,000 nurses by January 1, 1919. Special offers have been made by some of the New York hospitals, working in cooperation with the Vassar Training Camp for Nurses to condense the course for college women. Nurses are needed not only for service over seas but to fill the depleted ranks in this country, in civil and army hospitals, in public health work, in factories, and in the administrative and teaching positions where the need for them is urgent.

Specialists in the various branches of surgical, tuberculosis, mental and orthopedic nursing are sorely needed. Nursing is one of the fields of work in which a short-cut training is unsatisfactory. Nurses aides will be used only in limited numbers and any girl who *can* take the full training school course is advised to do so. Arrangements will be made whereby a girl who begins her nurses' training in one of the camp hospitals may complete it in a civil hospital, with full credit for the work done. The need for women physicians is perhaps even more serious. While most of the nurses who are in overseas service will return, sooner or later, the same cannot be said of the physicians, among whom the death rate is high. Therefore, women physicians will be needed to fill the ranks in this field of service. Numbers of pharmacists have been obliged to close their shops and others are facing the possibility of enforced closing unless women can be found who have taken training for prescription work and other pharmaceutical tasks.

There never was a time when scientific women had the unrestricted opportunity to prove their ability which is offered them today. The natural result of the fact that, in the past, women trained for scientific work have found it impossible to advance beyond routine tasks, is the lack now of women trained for the responsible scientific work for which they are so urgently needed. Laboratory assistants in most branches of scientific work are required in the various government departments and in corporation and private laboratories. The advertisement from the Civil Service Commission for metallurgical laboratorians in the Engineering Experiment Station, United States Naval Academy, has recently been amended to include women. The Navy Yard Service, the Bureau of Chemistry of the Department of Agriculture, the Bureau of Mines, the Bureau of Soils and the Bureau of Standards all employ women chemists and are constantly in need of additional workers. Positions of associate chemist in the Federal classified service, carrying salaries up to \$2,500 have recently been open to women, and the Bureau of Animal Industry, Department of Agriculture, advertised not long since, for a biochemist at \$1,800 to \$3,000. For the first time women chemists are needed in large numbers in the laboratories of industrial establishments and the chief chemists in these

plants are predicting a promising future for the women who enter this field. Physicists are needed in the Bureau of Standards, Department of Commerce, in the Bureau of Soils, Department of Agriculture, in the Signal Service of the War Department, and in various public utilities corporations. The bacteriological tests in connection with the medical examination of drafted and enlisted men have increased the work in bacteriological laboratories. Bacteriologists are needed by the government for work in cantonments and in general hospitals in all parts of the country and are in demand in local boards of health and in private laboratories. Geologists, entomologists and plant pathologists are in increasing demand. Women psychologists, although there is little immediate demand for their services as such, will undoubtedly be pressed into service in the near future. The Surgeon General's Office in Washington issued a call early in the summer for psychologists, women as well as men, to "make mental examinations of disabled and incapacitated men and to render professional assistance in connection with the re-education of the men." This is the time for women with interest and capacity for scientific work to make their abilities count constructively in the winning of the war.

Trained social workers are in unusual demand. To the usual relief work of social agencies has been added that of the Home Service Section of the Red Cross. Trained case workers offer **Social Work** the most satisfactory qualifications for this branch of service. Many workers are needed also to look after the interests of dependent and defective children. Perhaps the greatest demand for social workers is for those trained in recreational work. They are needed in various types of community service, by the Commission on Training Camp Activities, for work in factories and by organizations of working girls' clubs. The supply of trained workers in this type of service is far behind the demand. Policewomen and protective agents are needed in the cities and towns situated near the cantonments. Public health departments are urgently calling for trained workers and experts in housing problems and in industrial research will be called upon more to help meet the questions which are arising in the rapidly growing industrial communities. Welfare workers are sought by factories and shops and a course is now in progress at Mt. Holyoke College, given at the request of the Woman's Branch of the Industrial Service Section, Ordnance Department, to train young women to "supervise the health of women in industrial plants." There have been important positions for welfare executive secretaries in the Ordnance Department at Large throughout the United States whose duties consist of "the introducing of approved methods for the conducting of the business and social welfare of employees; the installation of proper recreational regulations and equipment; the investigation and installation of approved methods of instruction of employees in the observation of the rules and orders of the office; the suggesting and promulgating of office orders and regulations, and the offering of expert advice and consultation as to efficient ways and means for the accomplishment of the foregoing." To meet the need for social workers with special psychiatric training to assist in the rehabilitation of soldiers suffering from shell-shock and other nervous and mental disorders, a special course is being given this summer at Smith College.

The course is conducted in cooperation with the Psychopathic Hospital in Boston and the graduates will be used in military service here and abroad. The Americanization movement is claiming women with a knowledge of foreign languages and with the qualifications suitable for work with foreigners and the tremendous increase in the demands made upon such organizations as the Young Women's Christian Association has augmented the need for specialists in all varieties of social work. Courses in the methods of case work and of investigation, in statistics, in industrial problems and in child welfare work, as well as more general courses in economics, are fundamental to an intelligent grasp of all social questions.

EMMA P. HIRTH.

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AGRICULTURE

AGRICULTURE

Principles of Agriculture

BARNARD COLLEGE
Morningside Heights

Subjects: Lectures, conferences and laboratory work.

Admission requirements: A course in Botany

Credit: 4 points

February 5 to May 29

Fee: \$21.25

Mornings M. W. F. 9-10

Laboratory, Tu. Th. 9-12 or 1-3

Agriculture

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: The main problems and principles of present day scientific agriculture, particularly as practiced in the Eastern United States. The essentials of crop production as affecting the American cereal crops. The productions of small grains, hay, legumes, potatoes and roots. Lectures and laboratory work. Lectures may be taken separately.

Credit: 3 to 6 points

September 25 to February 4

February 5 to May 29

Fee: \$18 or \$36

Mornings, S. 9:10-12:50 or

Evenings, W. 7:20-9 and

Mornings S. 11-12:50

Subjects: Soils and fertilizers. Principles of soil management, soils and crop problems from the standpoint of soil fertility. Special studies on soils and fertilizers in the laboratory. Lectures may be taken separately.

Credit: 2 or 4 points

September 25 to February 4

February 5 to May 29

Fee: \$12 or \$24

Afternoons, Th. F. 2:10-4

Subjects: Introduction to poultry husbandry. Practical information for those living in city or suburban communities for keeping poultry. Lectures, demonstrations and opportunities for the students to do considerable practical work. Lectures may be taken separately.

Credit: 3 points

October 15 to November 23

Fee: \$18

Evenings, Tu. F. S. 7:30-9:20

Subjects: Agricultural economics. A study of agricultural problems from the economic standpoint. The principles of production and marketing of farm products.

Credit: 2 points

February 5 to May 29

Fee: \$12

Afternoons, W. F. 4:10-5

Subjects: Tree fruits. The principles underlying the production, management and disposal of tree fruits. Lectures, laboratory and excursions. Lectures may be taken separately.

Credit: 3 points

September 25 to February 4

Fee: \$18

Evenings, M. Th. 7-8:50

Subjects: Home garden fruits. The culture of bush fruits, grapes, strawberries, dwarf tree fruits. Lectures may be taken separately.

Credit: 3 points

February 5 to May 29

Fee: \$18

Evenings, M. Th. 7-8:50

Subjects: Vegetable culture. Preparation of soil, seeds, hot beds and cold frames, transplanting, companion and succession cropping, tillage spraying, harvesting, storage, marketing, disposal of low-grade products,

AGRICULTURE

farm and market gardening. Lectures and laboratory. Lectures may be taken separately.

Credit: 3 points
September 25 to February 4

Fee: \$18
Afternoons M. Th. 4:30-6:10

Subjects: Flower culture. The best annuals, herbs and shrubs. Their propagation and management indoors and out. Lectures and laboratory. Lectures may be taken separately.

Credit: 3 points
February 5 to May 29

Fee: \$18
Afternoons, M. Th. 4:30-6:10

Agriculture

NEW YORK STATE SCHOOL OF AGRICULTURE
Farmingdale, Long Island

Subjects: First year. Science, English, dairying, poultry, animal husbandry, fruit growing, horticulture, crops and soils, entomology, agricultural practice.

Second and third years. Major subjects in (1) crops and soils, (2) dairying and animal husbandry, (3) horticulture, or (4) poultry husbandry, with courses in related departments.

Admission requirements: One year of high school or graduation from grammar school and a one-year preparatory course at the School of Agriculture in which the following subjects are included: chemistry and physics, biology, English, arithmetic, history, farm mechanics, general agriculture, agricultural practice, military drill. Special courses arranged as the need arises.

Credit: Diploma
3 years, beginning September 30

No fee for residents of New York State

Agriculture

NEW YORK UNIVERSITY
Washington Irving High School,
40 Irving Place

Subjects: An elementary course; theory and actual gardens practice.

Credit: 2 points
September 23 to January 14
February 8 to May 31

Fee: \$24
Evenings, 2 hours per week

Short Course in Agriculture for Women

NEW YORK STATE SCHOOL OF AGRICULTURE
Farmingdale, Long Island

Subjects: Vegetable gardening, soils and fertilizers, poultry, animal industry, farm practice, market gardening, fruit growing, botany, economic entomology, bee-keeping.

Admission requirements: Women of eighteen years of age and over who are qualified to take the work are admitted.

March 1 to May 31
May 1 to July 3
July 1 to August 31

No fee to residents of New York State

Course for Teachers of Children's Gardening

BROOKLYN BOTANIC GARDEN
978 Washington Avenue, Brooklyn

Subjects: Soils and agricultural principles, elementary botany, childrens' garden practice, plant propagation and greenhouse work, nature study, fungous and insect pests, fall garden work, pedagogy of botany, genetics, woodwork, outdoor garden work.

Credit: Certificate
February 4 to August 30

Fee: \$25

AGRICULTURE

Short Course for Garden Supervisors and Teachers

BROOKLYN BOTANIC GARDEN
978 Washington Avenue, Brooklyn

Subjects: Elementary and secondary school problems in relation to garden work and nature study with practical work in greenhouses; also related hand work.

January 6-31

Fee: \$15

Graduate Courses in Agriculture

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Agronomy. A study of the principles underlying the production and management of cereal and forage crops.

Credit: 3 or 6 points
September 25 to February 4
February 5 to May 29

Fee: \$18 or \$36

Hours to be arranged

Subjects: Research in soil management. Fertilizers, soil amendments, and soil toxins as related to plant production.

Credit: 3 or 6 points.
September 25 to February 4
February 5 to May 29

Fee: \$18 or \$36

Hours to be arranged

APPLIED ART

CRAFTS

Applied Design and the Crafts

PRATT INSTITUTE
Ryerson Street, Brooklyn

Subjects: Free hand drawing, principles of design, instrumental drawing, lettering, historic ornament, history of art, composition and design, color, applied design, textile design, wood carving, tooled leather, and electives in book binding, pottery, jewelry and silversmithing, costume and commercial illustration.

Admission requirements: 17 years of age. Examination in drawing. Evidence of ability to do the work

Credit: Certificate
2 years, beginning September 30 or January 6

Fee: \$80 per year

Clay Modeling and Pottery

TEACHERS COLLEGE
525 West 120th Street

Subjects: Mouldings, medallions, in low and high relief, small figures, heads, colored relief, mould making and casting. Pottery, making of shapes and moulds, decoration and glazing. Special work for graduate students.

Credit: 2 or 4 points
September 25 to February 4
February 5 to May 29

Fee: \$12 or \$24
Mornings, Tu. Th. 10-11:50
Afternoons, Tu. Th. 2:10-4 or W. F. 3:10-5

Craft Courses for Hospital Service

HUNTER COLLEGE
Park Avenue and 68th Street

Subjects: Weaving, toy-making, bead-work. Basketry. Modeling, etc.

September 30 to January 31
February 3 to May 31

Fee: \$5 each semester
Evenings, Tu. Th. 7-9

Hand Crafts

BROOKLYN INSTITUTE OF ARTS AND SCIENCES
30 Lafayette Avenue, Brooklyn

Subjects: This course is specially adapted to the requirements of those wishing to assist in rehabilitation work. Any one of the following may be selected: basket making, splint work, tray making, rush seating, chair caning, box making, non-equipment book-binding, braided-rug making, hand and foot weaving, colonial pattern weaving, brailé.

Fee: \$8 to members of the Institute; \$10 to persons not members
15 sessions, beginning October 19

Mornings, S. 10:30-12

Hand Crafts

NEW YORK UNIVERSITY
Washington Irving High School, 40 Irving Place

Subjects: Basketry, chaircaning and weaving; simple and advanced problems in the various styles of woven and coiled basketry; the history of design in Indian baskets; simple and advanced problems in chaircaning and weaving. Specially recommended for those desiring to work with wounded soldiers.

Credit: 4 points
30 weeks, beginning October 5

Fee: \$24; material, \$6
Mornings, S. 9-11

APPLIED ART

Subjects: Cord and rafia construction work and weaving, rug making and brush making.

Credit: 2 points
30 weeks, beginning October 5

Fee: \$12; material, \$3
Mornings, S. 11-12

Hand Crafts

SCHOOL OF DESIGN AND LIBERAL ARTS
212 West 59th Street

Subjects: Hand loom weaving, dyeing, stencilling, block printing, book-binding, plaster relief, clay modeling, pottery, including glazing and firing.

Credit: 2 points, choice of two crafts and design *Fee:* \$150

Credit: 4 points, two crafts, design, modern history and literature *Fee:* \$200

Credit: 1 point, book-binding (Mornings, S. 9-11) *Fee:* \$75 half year

October 1 to February 1 Mornings, M. Tu. W. F. 9:12-12:30

February 1 to June 1

Afternoons, M. Tu. W. Th. 1:30-3:30

Occupations for Invalids

NATIONAL LEAGUE FOR WOMEN'S SERVICE
259 Madison Avenue

Subjects: String work, knotting and net making, etc.; rug making; rake knitting; basketry, rafia, reed, native materials; chair seating, cane, rush; wood work with the jig saw knife; novelties; lecture work on theory.

Credit: Certificate
7 weeks. Applications received at any time
Special course in Fresian wood work

Fee: \$25

Occupations for Invalids

TEACHERS COLLEGE
525 West 120th Street

Subjects: Occupations—handwork, plays, games, etc., as a method of treatment in illnesses of various kinds. The psychological, social, economic and medical bearing of the subject, the relation of the patient's mental and physical limitations, two kinds of occupation prescribed, the relation of sex, age, former employment, etc., to the interests and capacities of patients, and the important factors of cost, wage-earning possibilities, and general environment to the organization of occupational work in private homes or institutions. Certain projects will be worked out in paper, leather, reed, cane, cord, wood, metal, and other materials.

Credit: 2 points
February 5 to June 11

Fee: \$12
Afternoons, W. 3:10-6

Occupational Reconstruction

NEW YORK SCHOOL OF FINE AND APPLIED ART
2237 Broadway

Subjects: All simple crafts, weaving, leather tooling, basketry, clay, wood carving, etc., psychology; three months' practical experience at New York Hospital for certificated students.

Credit: Certificate
September 19 to May 24

Fee: \$130

Occupational Therapy

TEACHERS COLLEGE
525 West 120th Street

Subjects: Medical aspects of occupational and physical therapy, meth-

APPLIED ART

ods of teaching occupational therapy, educational psychology; design, weaving, basketry, elementary wood work; hygiene and sanitation as applied to reconstruction work.

Admission requirements: Age 25 to 40. At least a High School education. College or Normal School preferred. Applications should be made as early as possible
September 25 to February 4 *Fee:* \$90

Subjects: A special course for war service. Clay modeling, embroidery, crocheting, knitting, art structure, recreation in social centers, methods of teaching and supervision.

February 5 to May 29

Fee: \$90

DRAFTING

Aeroplane Design

THE COLLEGE OF THE CITY OF NEW YORK
St. Nicholas Terrace and 139th Street

Subjects: An advanced course for students who have completed aeroplane mechanics courses (See Industry and Trades), and who are prepared in trigonometry. It covers the theory and practice of aeroplane designing.

8 weeks, beginning October 1, 2 evenings a week

Fee: \$10

Architectural Drawing

BROOKLYN EVENING TECHNICAL AND TRADE SCHOOL
7th Avenue, Brooklyn

Subjects: This course is intended for those who are working in architects' offices or a similar occupation. It covers not only the practical work in drawing, but a considerable amount of theoretical design and the interpretation of the building code.

Admission requirements: Graduation from grammar school and employment during the day at some regular occupation

Credit: Diploma

60 nights, beginning September 16

No fees
Evenings, M. Tu. or W. Th.

Architectural Drawing

LONG ISLAND CITY EVENING HIGH AND TRADE SCHOOL
Wilbur Avenue and Academy Street, Long Island City

Subjects: This course is intended for those who are working in architects' offices or a similar occupation. It covers, not only the practical work in drawing, but a considerable amount of theoretical design and the interpretation of the building code.

Admission requirements: Over 16 years of age and employment in a trade

Credit: Diploma

60 nights, beginning September 16

No fees
Evenings, M. Tu. or W. Th.

Architectural Drawing and Design

PRATT INSTITUTE
Ryerson Street, Brooklyn

Subjects: Architectural drawing relating to wood, masonry and iron construction.

Admission requirements: Applicants must be 17 years of age and must present evidence of ability to undertake the work desired

Credit: Certificate

3 years beginning September 30 or January 6

Fee: \$10
Evenings, M. W. Th. 7:30-9:30

APPLIED ART

Architectural Drawing

TEACHERS COLLEGE
525 West 120th Street

Subjects: A practical studio course in the making and reading of architectural plans, elevations, and constructive details.

Admission requirements: Prerequisite, a beginning course in mechanical drawing
Credit: 2 or 4 points
September 25 to February 4 or September 25 to May 29
Fee: \$12 or \$24
Mornings, W. 9-11:50

Descriptive Geometry

THE COLLEGE OF THE CITY OF NEW YORK
St. Nicholas Terrace and 139th Street

Subjects: Principles and problems in descriptive geometry involving points, lines, planes, surfaces, solids; their relations, tangencies, intersections and developments. The first and third angle methods of mechanical drawing are derived from the principles of descriptive geometry and are illustrated by working drawings of simple constructions.

October to February
February to June

Fee: \$5 a term to special students
Free to matriculants

Descriptive Geometry

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Elementary problems relating to the point, right line and plane.

Credit: 2 or 4 points
September 25 to February 4
February 4 to May 29

Fee: \$12 or \$24
Evenings, Tu. F. 6:20-7:20

Subjects: Rapid and unique methods of solving problems relating to right lines and planes.

Credit: 4 points
February 4 to May 29

Fee: \$24
Evenings, M. W. F. 8-8:50

Descriptive Geometry

TEACHERS COLLEGE
525 West 120th Street

Subjects: Determination of points and lines in space, lines of intersection of planes and solids, the development of patterns and surfaces.

Admission requirements: Plane geometry

Credit: 2 or 4 points
September 25 to February 4 or September 25 to May 29
Fee: \$12 or \$24
Hours to be arranged

Drafting

THE COLLEGE OF THE CITY OF NEW YORK
St. Nicholas Terrace and 139th Street

Course conducted in the Municipal Building.

Subjects: Purpose of this course is to develop the student in such drawing as is especially required on city work. Map drawings, lettering, topographic and hydrographic maps, contour and road maps, etc., enlarging and reducing, tracing and reproducing and the making of prints, construction drawings, isometric projection and elementary perspective, finished contract and working drawings, elementary shop drawings.

October 1 to February 10
February 10 to June 2

Fee: \$15
Evenings, M. W. 7:30-9:18

APPLIED ART

Engineering Drafting

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Detailed drawings for pipe fittings, timber joints, mine cars, and ore skips.

Admission requirements: Elements of mechanical drafting

Credit: 1 point

September 25 to February 4

Fee: \$6

Evenings, Tu. or F. 7:20-10

Machine Design

TEACHERS COLLEGE
525 West 120th Street

Subjects: The materials used in machine construction, the application of equations and formulas to problems under consideration. Special course for advanced students.

Credit: 3 or 6 points

September 25 to February 4 or May 29

Fee: \$18 or \$36

Mornings, Tu. Th. 10-11:50

Additional hours to be arranged

Mechanical Drafting

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Use of instruments, geometrical drafting, lettering, orthographic projection, topographical drafting, elementary working plans.

Credit: 2 or 4 points

September 25 to February 4 or February 5 to May 29

Fee: \$12 or \$24

Evenings, Tu. F. 6:20-7:20

Mechanical Drafting

NEW YORK UNIVERSITY
Washington Irving High School, 40 Irving Place

Subjects: Special work for beginners and advanced students.

Admission requirements: At least a high school education

September 23 to January 14

Fee: \$24

2 evenings a week from 5:30-6:30

Mechanical Drawing

BROOKLYN EVENING TECHNICAL AND TRADE SCHOOL
7th Avenue, Brooklyn

Subjects: Elementary or advanced work including machine design and such special work as is needed by each student.

Admission requirements: Graduation from grammar school and employment during the day at some regular occupation

Credit: Certificate

60 nights, beginning September 16

No fees

Evenings, M. Tu. or W. Th.

Mechanical Drawing

THE COLLEGE OF THE CITY OF NEW YORK
St. Nicholas Terrace and 139th Street

Subjects: The drawing of mechanical details such as bolts and nuts, screws, springs, keys, pipe fittings, etc.; methods of dimensioning, tracing, etc., making of scale drawings from sketches of parts of machines; also the drawing of details from "assembly" drawings.

Prerequisite: Descriptive geometry

Credit: 2 points

October to February

Fee: \$15 for special students; free to matriculants

Evenings, M. W. 7:30-10:13

APPLIED ART

Mechanical Drawing

COOPER UNION
Cooper Square

Subjects: Working drawings, projections, sections and intersections of solids, developments, sheet metal patterns, sketching, and working drawings of machine details. Opportunity to specialize in drawing for sheet metal, steam boiler, structural steel or machine workers is provided.
Admission requirements: Preference will be given to those engaged in occupations directly relating to instruction offered by the class

Credit: Diploma
September 23 to May 1

No fee
Evenings, M. Tu. W. Th. F. 7:30-9:30

Mechanical Drawing

HUNTER COLLEGE
Park Avenue and 68th Street

Subjects: Elementary or advanced work.

Credit: 2 points
September 30 to January 31; February 3 to May 31

Fee: \$5 each semester
Evenings, M. W. 7-9

Mechanical Drawing

LONG ISLAND CITY EVENING HIGH AND TRADE SCHOOL
Wilbur Avenue and Academy Street, Long Island City

Subjects: Elementary or advanced work including machine design and special work as is needed by each student.

Admission requirements: Over sixteen years of age and employment in a trade
Credit: Diploma
60 nights, beginning September 16

No fees
Evenings, M. Tu. or W. Th.

Mechanical Drawing

TEACHERS COLLEGE
525 West 120th Street

Subjects: Instruction in the use of drawing instruments and the principles of simple orthographic projection, lettering, development of surfaces and lines of intersection, working drawings, isometric and other forms of oblique projection drawing, perspective, machine and structural details, tracings and blue-prints.

Credit: 3 or 6 points
September 25 to February 4 or May 29

Fee: \$18 or \$36
Mornings, Tu. Th. 9-11:50

Mechanical Drawing

TOTTENVILLE EVENING TRADE SCHOOL
Staten Island

Subjects: A three years' course including the making of free hand dimensioned drawings from machine parts; the making of working drawings from these sketches; elementary machine design.

Admission requirements: Graduation from elementary school and employment by day
Credit: Diploma
90 nights, beginning September 16

No fees
Evenings, M. Tu. W.

Mechanical Drawing

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF BROOKLYN
376 Schermerhorn Street, Brooklyn

Subjects: Practical training for draftsman's assistants.

2 months. Applications received at any time.

Fee: \$10
Evenings, M. W. F. 7:15-9:15

APPLIED ART

Ship Building

THE COLLEGE OF THE CITY OF NEW YORK
St. Nicholas Terrace and 139th Street

Subjects: Course planned to prepare students for positions of tracers and draftsmen in government ship yards.

Admission requirements: Physics, mathematics and elementary mechanical drawing
8 weeks, beginning October 1 *Fee:* \$25
2 evenings and S. afternoons

Ship Drafting

COLUMBIA UNIVERSITY, SCHOOL OF ARCHITECTURE
Morningside Heights

Subjects: Three graded courses, the first for beginners in mechanical drawing who wish to become ship draftsmen; the second for persons wishing to qualify as assistant ship draftsmen under civil service rules; the third for those who wish to prepare for the examination for ship draftsmen under the civil service rules.

These courses will be given parallel and all three will be repeated so as to occur four times during the year.

3 months beginning September 26

Structural Drafting

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Methods used in framing and detailing in structural work, standard connections, beams, columns, plate girders and roof trusses.

Admission requirements: Elements of mechanical drafting

Credit: 1 or 2 points
February 5 to May 29

Fee: \$6 or \$12

Evenings, Tu. or F. 7:20-10 or Tu. and F. 7:20-10

Topographical Drafting

THE COLLEGE OF THE CITY OF NEW YORK
St. Nicholas Avenue and 139th Street

Subjects: Plotting, contours, maps.

Prerequisites: Descriptive geometry and surveying
Credit: 2 points

Fee: \$15 for special students
Free to matriculants

ILLUSTRATION

Commercial Illustration

PRATT INSTITUTE
Ryerson Street, Brooklyn

Subjects: Designs for advertisements, covers, posters, etc.

Admission requirements: Age 17 or more. Ability to undertake the work required.
Credit: Certificate *Fee:* \$10 per year

3 years, beginning September 30 or January 8

Evenings, M. W. Th. 7:30-9:30

Costume and Commercial Illustration

PRATT INSTITUTE
Ryerson Street, Brooklyn

Subjects: Drawing, color, design and lettering, pictorial illustration,

APPLIED ART

costume and commercial illustration, pattern drafting, history of art. Specialization the third year.

Admission requirements: Applicants must be 17 years of age and must present evidence of ability to undertake the work desired. Examination in drawing
Credit: Certificate
3 years, beginning September 30 or January 6
Fee: \$80 per year

Illustration

BALLARD SCHOOL, CENTRAL BRANCH, Y. W. C. A.
610 Lexington Avenue

Subjects: Elementary and advanced work in drawing, design, perspective, composition, lettering, commercial illustration, including book and magazine covers, posters and advertising problems, etc.

September 30-May 29

Fee: Day course, \$65; evening course, \$50

Illustration and Composition

ART STUDENTS LEAGUE
215 West 57th Street

Subjects: Work from model in all media. A course in life drawing and anatomy should be taken parallel with this course.

September to June

Fee: \$9 per month
M. Tu. W. Th. F. 3 hours per day

Subjects: Advertising illustration. Processes of reproduction. Practical problems worked out in any medium with the use of model. Lettering.

September to June

Fee: \$9 per month
Evenings, M. Tu. W. Th. F. 7-10

Illustration

COOPER UNION
Cooper Square

Subjects: Drawing in various media, from the draped figure and accessories, composition, and the treatment of the problems similar to those that come to the practical illustrator.

Admission requirements: Presentation of satisfactory drawings from life. Age 16 to 35

Credit: Certificate and diploma
September 23 to May 1

No fee
Mornings, M. Tu. W. Th. F. 9-12:30

Illustration

HUNTER COLLEGE
Park Avenue and 68th Street

Subjects: Poster design and lettering.

Credit: 2 points

September 30 to January 31; February 3 to May 31

Fee: \$5 each semester
Evenings, Tu. 7-9

Illustration

NEW YORK SCHOOL OF APPLIED DESIGN FOR WOMEN
160 Lexington Avenue

Subjects: Life, composition and costume sketching. Subjects may be taken separately.

Admission requirements: Previous work in the antique class

Credit: Certificate

October 1 to December 22; January 2 to March 2; March 4 to May 20; June 10 to August 10
Fee: \$27 per term

APPLIED ART

Subjects: Poster designing and advertising.

4 months, beginning January 1

Fee: \$50
Afternoons, Tu. F. 2-4; evenings, Tu. F. 8-10

Illustration

NEW YORK SCHOOL OF FINE AND APPLIED ART
2239 Broadway

Subjects: Thorough training in drawing, composition and dramatic expression; practical instruction in the use of color, design and line treatment for naval camouflage and other war activities.

Credit: Certificate
September 19 to May 24

Fee: \$130

Subjects: Illustrative advertising, color, design, lettering, mechanical drawing, sign painting, posters.

Credit: Certificate
September 19 to May 24

Fee: \$130

Illustration, Lettering, Commercial Design

SCHOOL OF DESIGN AND LIBERAL ARTS
212 West 59th Street

Subjects: Lettering, practice of letter forms, style, historic development, book illustration; page, sheet, decorative accents, cover. Commercial design: lettering, color, space arrangement, application to covers for containers, advertisements, cards, magazines, posters.

Credit: 4 points, when combined with modern history and literature or with design, life, composition
October to June

Fee: \$200
Mornings, M. W. F. 9-12:30; Afternoons, M. Tu. W. Th 1:30-3:30

Lettering

TEACHERS COLLEGE
525 West 120th Street

Subjects: Art in lettering, designing of posters, cards, etc., designs for war service.

Admission requirements: Course in art structure at Teachers College

Credit: 3 points
February 5 to May 29

Fee: \$18
Afternoons, Tu. Th. 2:10-5

Poster and Advertising Design

NEW YORK EVENING SCHOOL OF INDUSTRIAL ART
204-214 East 42nd Street

Subjects: Study of the modern poster, lettering, lithographic drawing, decorative booklet work, study of color and its value in advertising.

Admission requirements: Experience in industry

Credit: Diploma
120 nights, beginning September 16

No fees
Evenings, M. Tu. W. Th.

Industrial Art Course

WASHINGTON IRVING HIGH SCHOOL
40 Irving Place

Subjects: First year English, arithmetic, French or Spanish, drawing, domestic science and art, physical training, biology, music, declamation and voice training.

Second year: Art, English, physical training, modern languages or music, declamation and drawing.

APPLIED ART

Third Year: Drawing, color theory, principles of design, and (1) commercial design, or (2) costume illustration.

Admission requirements: Grammar school graduation.

Credit: Diploma
September 9 to June 30

No fees
Days, 9-3

PHOTOGRAPHY

Art Photography

TEACHERS COLLEGE
525 West 120th Street

Subjects: Application of art to photography and instruction in the use of the camera. Field and laboratory work.

Credit: 2 or 4 points

Fee: \$12 or \$24

October 2 to February 4 or May 29 Mornings S. 9-10:50; Afternoons W. 4:10-6
Extra hours optional

Subjects: Making negatives, positives, and enlarged negatives. The manipulation of negatives and printing papers, coating of papers, photography in landscape, architecture, illustration, and portraiture, mounting and framing, instruction in the making of lantern slides.

Admission requirements: A previous course in art photography

Credit: 2 or 4 points

Fee: \$12 or \$24

October 3 to February 4 or May 29

Mornings, S. 9-10:50 and Afternoons, W. 4:10-6; Extra hours optional

Commercial Photography

BROOKLYN EVENING TECHNICAL AND TRADE SCHOOL
7th Avenue, Brooklyn

Subjects: A short course intended to give the methods and theory of photography. Intended especially for those engaged in photography as a business.

Admission requirements: Graduation from grammar school and employment in the trade.

Credit: Certificate
60 nights, beginning September 16

No fees
Evenings, M. Tu. or W. Th.

Commercial Photography

MURRAY HILL EVENING TRADE SCHOOL
37th and 38th Streets, West of 2nd Avenue

Subjects: A short course intended to give the methods and theory of photography. Intended especially for those engaged in photography as a business.

Admission requirements: Graduation from grammar school and employment in the trade.

Credit: Certificate
60 nights, beginning September 16

No fees
Evenings, M. Tu. or W. Th.

Photography

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: General principles of photography; course designed to give the student a sound fundamental knowledge of the theory and practice of photography.

Credit: 2 points
September 25 to February 4

Fee: \$12
Evenings, F. 7:40-9:30

APPLIED ART

Photography

CLARENCE H. WHITE SCHOOL OF PHOTOGRAPHY
122 East 17th Street

Subjects: Construction and use of camera, types of lenses, exposure and development, various printing mediums, art appreciation and design.

Fee: \$35-65 for special classes
\$250 for a full course of instruction

Hours and work individually arranged.

Rudiments of Photography

BROOKLYN INSTITUTE OF ARTS AND SCIENCES

Subjects: The ordinary process in the making and developing of negatives and positives will be thoroughly taught, both in theory and practice. Opportunities for practice in field work will be provided, and special kinds of photographic work, such as the making of lantern slides, etc., will be taught.

Special class for advanced work.

Fee: \$14

15 sessions, on alternate Tuesdays, beginning October

\$10 to members of the Institute

Subjects: A course of instruction in artistic photography; the application of art to photography, the proper use of the camera, the manipulation of negatives and printing papers to secure pictorial results.

Fee: \$14

7 sessions, the first Thursday evening of each month beginning October 3
\$10 to members of the Institute

TEXTILE DESIGN

Textile Design

THE COLLEGE OF THE CITY OF NEW YORK
St. Nicholas Avenue and 139th Street

Subjects: Work in textile design. May be combined with courses in (a) materials, weaves, etc., (b) fabrication.

Fee: \$5

October to February

Evenings, 1 two-hour session each week

Textile Design

NEW YORK EVENING SCHOOL OF INDUSTRIAL ART
204-214 East 42nd Street

Subjects: The application of design to the manufactured textiles, including printed materials and wall papers, stencilling and wood block printing.

Admission requirements: Experience in industry

Credit: Diploma

120 nights, beginning September 16

No fees

Evenings, M. Tu. W. Th.

Textile Design

NEW YORK SCHOOL OF APPLIED DESIGN FOR WOMEN
160 Lexington Avenue

Subjects: The application of design to the manufacture of textiles.

Credit: Certificate

October 1 to December 22

January 2 to March 2

March 4 to May 20

June 10 to August 10

Fee: \$27 per term

Afternoons, M. Th. 2-4

APPLIED ART

Textile Design

NEW YORK SCHOOL OF FINE AND APPLIED ART
2239 Broadway

Subjects: A two years' course in color and design, planned to meet the needs which the changes, due to the war, have brought about in the national trade.

September 19 to May 24

Fee: \$130

COMMERCIAL SUBJECTS

ACCOUNTING

Accounting

THE COLLEGE OF THE CITY OF NEW YORK

St. Nicholas Terrace and 139th Street or Commerce Building, Lexington Avenue
and 23rd Street

Subjects: First year course; single and double entry bookkeeping, with application of the fundamental principles of accounting. Accounts classified and their effect on final statements studied. Development of various forms of auxiliary books. Single proprietorship and partnership. Dissolution of partnership and insolvency. Statement of affairs and deficiency accounts.

Credit: 6 points

Fee: \$10 per term for special students
Free to matriculants

October to February
February to June

2 evenings a week, 7:30-9:18

Subjects: Second year: organization and methods of accounting of corporations, manufacturing accounts, raw material, labor and overhead expenses. Use of vouchers, loose-leaf and card systems, stocks, dividends, surplus, reserve, bonds, sinking funds, redemption funds, patents, goodwill, etc. Detailed and condensed statements and reports. Agencies and branches. Mergers and holding corporations.

Credit: 6 points

Fee: \$10 per term for special students
Free to matriculants

October to February
February to June

2 evenings a week, 7:30-9:18

Subjects: Principles underlying the establishment of complete accounting and office systems. Applications of such principles to a number of typical forms of business organizations.

Credit: 32 hours toward the diploma of Graduate Accountancy

Fee: \$5

October to February
February to June

Evenings, 1 two-hour session per week

Subjects: Accounting, economics, commercial law, public speaking or business English; 496 hours required.

Credit: Certificate of Junior Accountant

Fee: \$2.50 per hour per week for a course of sixteen weeks

Accounting

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: First year: foundational problems of accounting, modern accounting practice.

Credit: 2 or 4 points

September 25 to February 4, or
February 5 to May 29

Fee: \$12 or \$24
Evenings, M. Tu. W. Th. or F. 7:40-9:30 or
F. 4:30-6:10

Subjects: Second year: a thorough study of the corporation and its related problems.

Admission requirements: A beginning course in accounting.

Credit: 2 or 4 points

September 25 to February 4 or
February 5 to May 29

Fee: \$12 or \$24
Evenings, M. Tu. Th. 7:40-9:30

Subjects: Third year accounting. A course in advanced problems.

Credit: 2 or 4 points

September 25 to February 4 or
February 5 to May 29

Fee: \$12 or \$24
Evenings, F. 7:40-9:30

COMMERCIAL SUBJECTS

Accounting

FINANCIAL CENTER FOR WOMEN
1 West 64th Street

Subjects: Elements and principles of accounting. The balance sheet, its form and arrangement, valuation and depreciation of assets and liabilities, reserves, surplus, sinking funds. Analysis of accounts and financial statements. Bank reconcilements, various forms and reports. Real estate accountancy, broker's statements, income tax statement. Household accountancy.

Admission requirements: High school diploma or its equivalent in business experience

Credit: Certificate

Fee: Regular 8 months' course, \$450; emergency 3 months' course, \$100
8 months or 3 months, beginning any time

Hours arranged to meet convenience of students

Accounting

HUNTER COLLEGE
Park Avenue and 68th Street

Subjects: Elementary or advanced work in elements and principles of accounting.

September 30 to January 31
February 3 to May 31

Fee: \$10
Evenings, Tu. Th. 6:30-9:30

Accounting

NEW YORK CHAPTER, AMERICAN INSTITUTE OF BANKING
138 East 35th Street

Subjects: Elementary and advanced courses in bank accounting.

Credit: Certificate of the New York Chapter
1 year, beginning October 8

Fee: \$30
Evenings, Th. 7:30-9:30

Accounting

NEW YORK UNIVERSITY
Washington Irving High School, 40 Irving Place

Subjects: War service training course. Work arranged for bookkeepers who seek positions as junior accountants.

September 23 to January 14
February 3 to May 31

Fee: \$48
Evenings, M. Tu. W. Th. 5:30-7:30

Subjects: Preparatory accounting; work confined to bookkeeping.

Credit: 2 points

September 25 to February 1 and February 1 to May 15

Fee: \$12

Morning, afternoon and evening sections

Subjects: Principles of accounting, laboratory practice.

Admission requirements: A course in preparatory accounting or an examination in bookkeeping

Credit: 4 points

September 25 to February 1
February 1 to May 31

Fee: \$24
Morning, afternoon and evening sections

Subjects: Elementary accounting problems; demonstration and practice problems.

Admission requirements: A course in principles of accounting

Credit: 4 points

September 25 to February 1
February 1 to May 31

Fee: \$24
Morning, afternoon and evening sections

COMMERCIAL SUBJECTS

Subjects: General accounting; designed for students who are specializing in fields other than accounting.

Credit: 4 points
September 25 to February 1
February 1 to May 31

Fee: \$24
Evenings, W. 6-7:45

Accounting

PACE INSTITUTE
30 Church Street

Subjects: Theory of accounting, practical accounting, auditing, applied economics, principles of organization, management and finance, book-keeping (if necessary or desired).

5 semesters, each 17 weeks long
1 two-hour evening session or 2 one-hour afternoon sessions per week

Fee: \$34.60 per semester

Accounting Laboratory

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: The material used will be the account books of various firms and corporations which have gone into bankruptcy or liquidation.

Credit: 2 or 4 points
September 25 to February 4
February 5 to May 29

Fee: \$12 or \$24
Evenings, M. W. 7:20-9:30

Accounting Laboratory

NEW YORK UNIVERSITY
Washington Square

Subjects: Graduate work in accounting in the division of applied accounting. The aim of the course is to give the same kind of training which would be required in the office of a certified public accountant.

Credit: Toward the Master's degree
September 25 to May 31

Fee: \$60

Auditing

THE COLLEGE OF THE CITY OF NEW YORK
Commerce Building, 23rd Street and Lexington Avenue

Subjects: Accounting theory applied to concrete phases of business. Accounting records, forms, systems and procedure. Auditing of the more important divisions of accounts, together with the audit procedure of typical forms of business organizations.

Credit: 32 hours toward the diploma of Graduate in Accountancy
October to February
February to June

Fee: \$8
Evenings, 1 two-hour session per week

Auditing

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Theory and practice of auditing. A course for advanced students. Students will be taught to prepare working audit plans for various classes of business. The principle object of the course will be to train and develop the analytical faculties of the students.

Credit: 2 or 4 points
September 25 to February 4
February 5 to May 29

Fee: \$12 or \$24
Evenings, Th. 7:40-9:30

COMMERCIAL SUBJECTS

Auditing

NEW YORK UNIVERSITY
Washington Square

Admission requirements: Courses in principles and practice of accounting and cost accounting

Credit: 4 points

September 25 to February 1

February 1 to May 31

Fee: \$24

Afternoons, Tu. 2-4

Evenings, M. 7:45-9:45

Cost Accounting

THE COLLEGE OF THE CITY OF NEW YORK
Commerce Building, Lexington Avenue and 23rd Street

Subjects: A thorough grounding in the principles of cost accounting as well as the methods followed in the application of the principles of cost accounting to various types of industries.

Credit: 32 hours toward diploma of Graduate in Accountancy

October to February

February to June

Fee: \$6

Evenings, 1 two-hour session per week

Subjects: Advanced cost accounting. The purpose of this course is to give students an opportunity of familiarizing themselves with the cost problems which are peculiar to certain large industries. Special reference will be made to the cost problems which arise in tanneries, shoe factories, yarn spinning mills, clothweaving mills. Reference will be made to more than two hundred charts showing records taken from actual cost reports of establishments where cost systems are in operation. Proper presentation of cost data in the form of statistical tables and graphic charts. Mechanical appliances as aids in cost work.

Credit: 32 hours toward diploma of Graduate in Accountancy

October to February

February to June

Fee: \$6

Evenings, 1 two-hour session per week

Cost Accounting

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Elements of cost, principles and methods of general cost finding, examination of plants, devising and estimating of cost systems.

Admission requirements: Previous course in accounting

Credit: 2 to 4 points

September 25 to February 4

February 5 to May 29

Fee: \$12 or \$24

Evenings, W. F. 7:40-9:30

Cost Accounting

NEW YORK UNIVERSITY
Washington Square

Subjects: Students are required to work out a set of manufacturing cost books and records from subject matter in the form of a problem involving the manufacture of a staple article of production.

Admission requirements: A course in principles of accounting

Credit: 4 points

September 25 to February 1

February 1 to May 31

Fee: \$24

Morning, afternoon and evening sections

Professional Accountancy (preparing for the C. P. A. examinations)

THE COLLEGE OF THE CITY OF NEW YORK
St. Nicholas Terrace and 139th Street
Commerce Building, 23rd Street and Lexington Avenue
Municipal Building

Subjects: Theory, practice and problems, cost accounting, municipal,

COMMERCIAL SUBJECTS

departmental accounting in the City of New York, municipal statistics, auditing, accounting systems, public utility accounting, judicial accounting. Subjects may be taken separately.

3 years at night, 1,000 hours required

Credit: Diploma of Graduate in Accountancy No fee to matriculated students

Non-matriculated students \$2.50 per hour per week for a course of sixteen weeks

October to February

Evenings, 7:30-9:30

February to June

Hours arranged at convenience of students

Professional Accountancy (preparing for the C. P. A. examinations)

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Business course, majoring in accounting. First year: accounting, advanced organization and administration, money and banking, or corporation finance. French or German or Spanish, electives. Second year: electives in accounting, auditing, statistics, investments, stock and produce exchanges, science of public finance, income tax procedure, business law.

Admission requirements: Two years of college work, including English, modern language, history, economics, commercial geography, and mathematics

Credit: B. S. degree

Fee: About \$180 per year

2 years, beginning September 25 or February 5

Subjects: Accounting, business law, economics; business organization or advertising and salesmanship; banking and finance; 48 points in all.

Admission requirements: Graduation from high school

Credit: Certificate

Beginning September 26 or February 5

Fee: \$6 per point

4 evenings per week

Professional Accountancy (preparing for the C. P. A. examinations)

NEW YORK UNIVERSITY
Washington Square

Day Course in School of Commerce, Accounts and Finance

Subjects: Law of contracts and agency, principles of accounting, economics and economic problems, finance, business English, money and credit, American government, principles of business administration, markets and marketing methods, electives; total 96 points.

Evening Course

Subjects: Law of contracts and agency, principles of accounting, economics and economic problems, finance, business English, money and credit, electives to total 72 points.

Three years of business experience while in school

Admission requirements: Regular students; high school education or equivalent. Special students: 21 years of age, and some business experience. Examination for all students in English; examination in bookkeeping or a preparatory course in accounting at New York University.

Credit: Bachelor of Commercial Science degree to regular students. Certificate of proficiency to special students

Fee: \$6 per point

3 or 4 years, beginning September 25 or February 3

Subjects: A graduate course leading to the degree of Master in Commercial Science.

3 four-point courses

Fee: \$100

Professional Accountancy (preparing for the C. P. A. examinations)

PACE INSTITUTE
30 Church Street

Subjects: Theory of accounts, practical accounting, auditing, law, applied economics, principles of organization, management and finance,

COMMERCIAL SUBJECTS

bookkeeping (if necessary or desired). Each semester's work may be taken separately.

5 semesters, each 17 weeks long *Fee:* \$50 per semester
2 two-hour evening sessions or 3 one-hour afternoon sessions per week

Professional Accountancy (preparing for the C. P. A. examinations)

PACKARD COMMERCIAL SCHOOL
Lexington Avenue and 35th Street

Subjects: Theory of accounts—the application of the principles of accounting and finance to a business enterprise; practical accounting problems; cost accounting; auditing, accounting systems, accountants' reports, commercial law.

Credit: Certificate *Fee:* \$24 for 10 weeks. Books, etc., \$15-\$18
2 seasons of 8 months each Evenings, M. W. F. 7:30-9:30

Special Courses in Accountancy

THE COLLEGE OF THE CITY OF NEW YORK
Municipal Building

Subjects: Departmental accounting methods employed in the City of New York. The tremendous number of its transactions, which amount to hundreds of millions of dollars yearly, and its great population and area, necessitating the creation of a large number of departments and divisions for the purpose of administering its affairs, require the adoption of procedures and many forms of records not applicable to any other city, and render a separate accounting course for the City of New York desirable.

Credit: 32 hours toward the diploma of Graduate in Accountancy
October to February *Fee:* \$8; to city employees, \$5
February to June Afternoons, 1 two-hour session per week

Subjects: Municipal accounting, general; the most approved methods of handling municipal accounts. The various entries which must be made in connection with each class of transactions which arise in the course of municipal business. Municipal accounts and financial statements. Statistical exhibits and exercise in the drawing of graphic charts.

Credit: 32 hours toward the diploma of Graduate in Accountancy
October to February *Fee:* \$8; to city employees, \$5
February to June Afternoons, 1 two-hour session per week

Subjects: Public utility accounting and statistics. Accounting classifications of the Interstate Commerce Commission for Railroads and the New York Public Service Commissions for other public utilities. The statistical requirements of the commissions. The forms of annual reports.

Credit: 32 hours toward the diploma of Graduate in Accountancy *Fee:* \$10
October to February Evenings, 1 two-hour session per week

Subjects: Public utility accounting and regulation. Special accounting problems presented by the valuation of public utilities, regulation of security issues, and rate making. Theories of valuation, depreciation and going value, accounting and statistical tasks involved in the framing of rate schedules. Leading court and commission decisions.

Credit: 32 hours toward the diploma of Graduate in Accountancy *Fee:* \$10
February to June Evenings, 1 two-hour session per week

COMMERCIAL SUBJECTS

Special Courses in Accountancy

NEW YORK UNIVERSITY
Washington Square

Subjects: Fiduciary accounting.

Admission requirements: Course in principles of accounting

Credit: 4 points

September 25 to February 1

February 1 to May 31

Fee: \$24

Evenings, M. 6-7:45

Subjects: Investment accounting.

Admission requirements: A course in business mathematics

Credit: 4 points

September 25 to February 1

February 1 to May 31

Fee: \$24

Evenings, M. 7:45-9:45

Subjects: Advanced problems in accounting with test examinations.

Admission requirements: A course in accounting practice

Credit: 4 points

September 25 to February 1

February 1 to May 31

Fee: \$24

Evenings, Tu. 4-6 or 7:45-9:45

Subjects: Accounting systems.

Admission requirements: Courses in accounting practice and cost accounting

Credit: 4 points

September 25 to February 1

February 1 to May 31

Fee: \$24

Evenings, Th. 7:45-9:45

Subjects: Theory of accounting.

Credit: 4 points

September 25 to February 1

February 1 to May 31

Fee: \$24

Evenings, Tu. or Th. 6-7:45 and 9-10 or F. 7:45-9:45

Subjects: Advanced theory of accounting. An intensive study of some of the unsettled problems in accounting.

Admission requirements: Open only by permission of the instructor

Credit: 4 points

September 25 to February 1

February 1 to May 31

Fee: \$24

Mornings, Tu. 11-1

Subjects: Municipal accounting.

Admission requirements: A course in principles of accounting

Credit: 2 points

February 1 to May 31

Fee: \$12

Evenings, M. 7:45-9:45

Subjects: Public utilities accounting.

Admission requirements: A course in principles of accounting

Credit: 4 points

September 25 to February 1

February 1 to May 31

Fee: \$24

Evenings, Th. 6-7:45

Subjects: Foreign exchange accounting.

Admission requirements: A course in the principles of accounting

Credit: 4 points

September 25 to February 1

February 1 to May 31

Fee: \$24

Evenings, F. 7:45-9:45

Subjects: Industrial accounting.

Admission requirements: A course in cost accounting

Credit: 4 points

September 25 to February 1

February 1 to May 31

Fee: \$24

Evenings, Th. 6-7:45

Special Course in Accounting

PACE INSTITUTE
30 Church Street

Subjects: A shorter accounting course for women. Practical training

COMMERCIAL SUBJECTS

in business records and in books of all kinds which are in full accord with the best accounting practice.

16 weeks (8 weeks may be taken separately) *Fee: \$14.60 for 8 weeks*
1 two-hour evening session or 2 one-hour afternoon sessions per week

BANKING AND FINANCE

Banking

BALLARD SCHOOL, CENTRAL BRANCH, Y. W. C. A.
610 Lexington Avenue

Subjects: Money and currency, classes of banks, bank organization and management, loans and discounts, bank paper, clearing house, federal reserve, and foreign banking systems.

Credit: Certificate
October 7 to May 29

Fee: \$12
Evenings, Tu. F. 6:30-7:30

Banking

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Elements of banking practice, outline of bank organization, duties of officers and employees, accounting, credit granting, organization.

Credit: 3 points
February 5 to May 29

Fee: \$18
Mornings, M. W. F. 10-10:50

Subjects: Principles of money and banking. An introductory course presenting the theory and history of money, and outlining the contemporary status of the chief monetary systems.

Credit: 3 points
February 5 to May 29

Fee: \$18
Mornings, M. W. F. 10-10:50

Banking

NEW YORK UNIVERSITY
Washington Square

Subjects: Theory and history of banking; a thorough analysis of the work done by banks of deposit and issue.

Credit: 2 points
February 1 to May 31

Fee: \$12
Afternoons, W. F. 2-3
Evenings, Tu. 7:45-9:45 and F. 6-7:45

Subjects: Banking practice. Internal organization, management and accounting methods of state and national banks, trust companies and savings banks.

Credit: 2 points
September 25 to February 1 or
February 1 to May 31

Fee: \$12
Evenings, W. 7:45-9:45

Subjects: Foreign exchange. The banking systems of leading foreign countries, causes of fluctuations in the rates of exchange.

Admission requirements: Course in money and credits and elementary economics
Credit: 2 points
September 25 to February 1 or
February 1 to May 31

Fee: \$12
Evenings, F. 6-7:45

Subjects: Money and credit. Theory and principles governing the means of payment, history of monetary experiences in the United States.

COMMERCIAL SUBJECTS

Credit: 2 points
September 25 to February 1 or
February 1 to May 31

Fee: \$12
Afternoon and evening sessions

Subjects: Seminar in modern banking and currency reforms.

Admission requirements: Approval of the instructor

Credit: 4 points
September 25 to February 1 or
February 1 to May 31

Fee: \$24
Afternoons, Tu. 4-6

International Banking and Foreign Exchange

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: International price relationships; causes resulting in movements of specie; settlement of international balances; banking accommodation in foreign trade; evolution and present status of exchange market; review of world's principal currents of international exchange.

Credit: 3 points
February 5 to May 29

Fee: \$18
Mornings, Tu. 9-10:40

Bank Machinery

NEW YORK CHAPTER, AMERICAN INSTITUTE OF BANKING
138 East 35th Street

Subjects: Course intended for employees of banks with little or no experience. Elementary in character; relation of banks to the community, instruments handled by them, banking customs and practice.

Admission requirements: Membership in the American Institute of Banking

Credit: Certificate of the New York Chapter
1 year, beginning October 8

Fee: \$6
Evenings, W. F. 7:30-8:30 or 8:30-9:30

Business Course Majoring in Banking and Finance

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: First year: accounting, advanced economics or history of American commerce, business organization and administration, money and banking or corporation finance, French or German or Spanish, electives.

Subjects: Second year: electives in principles and practice of banking, corporation finance, credit, international banking and foreign exchange, central reserve banking, the federal reserve system, financial institutions, exchanges, investments, statistics, business mathematics, Latin America, business law.

Credit: B. S. degree
2 years, beginning September 25 or February 5

Fee: \$180 per year

Course in the School of Commerce, Accounts, and Finance

NEW YORK UNIVERSITY
Washington Square

Day course.

Subjects: Law of contracts and agency, principles of accounting, economics and economic problems, finance, business English, money and credit, American government, principles of business administration, markets and marketing methods, electives to total 96 points.

Evening course.

Subjects: Law of contracts and agency, principles of accounting,

COMMERCIAL SUBJECTS

economics and economic problems, finance, business English, money and credit, electives to total 72 points.

Three years of business experience while in school

Admission requirements: Regular students; high school education or equivalent. Special students, 21 years of age, and some business experience. Examination for all students in English; examination in bookkeeping or a preparatory course in accounting at New York University

Credit: Bachelor of Commercial Science degree to regular students

Certificate of proficiency to special students

3 or 4 years, beginning September 25 or February 3

Fee: \$6 per point

Corporation Finance

COLUMBIA UNIVERSITY

Morningside Heights

Subjects: This course will follow the syllabus of the Investment Bankers Association, variations of risk and income, control, principles governing the issuance of securities and plan of capitalization, leases, securities issued for mergers, combinations and consolidations, amortization of debts, the preparation of securities with relation to the market, the finding of funds for the capital account.

Credit: 2 or 4 points

September 25 to February 4 or May 29

Fee: \$12 or \$24

Evenings, M. 7:40-9:30

Subjects: Investments and corporation finance.

Credit: 3 or 6 points

September 25 to February 4 or May 29

Fee: \$18 or \$36

Evenings, Tu. 7:40-9:30 or
Afternoons 2:10-3

Export and Import

FINANCIAL CENTER FOR WOMEN

1 West 64th Street

Subjects: Commercial geography, ports and terminals, transportation; production and by-products, foreign markets, agency and commission, shipping methods, marine insurance, invoices, declarations, methods of payment.

Admission requirements: Graduation from high school

Fee: Regular 4 months' course, \$150

Emergency 3 months' course, \$100

Beginning any time

Mornings, afternoons or evenings

Subjects: Foreign exchange; commercial papers used in domestic and foreign exchange, trade and bank acceptancies, documentary bills, methods of payment.

Admission requirements: Graduation from high school

Fee: Regular 4 months' course, \$150

Emergency 3 months' course, \$100

Beginning any time

Mornings, afternoons or evenings

Finance, Science of

COLUMBIA UNIVERSITY

Morningside Heights

Subjects: General introduction and history of science of finance, different kinds of public revenue, general theories and principles of taxation, practical American problems of federal, state and local taxation. Budget, national, state and local.

Credit: 3 or 6 points

(September 25 to February 4 or May 29 or
February 5 to May 29

Fee: \$18 or \$36

Afternoons, M. W. 1:10-2

COMMERCIAL SUBJECTS

Finance

FINANCIAL CENTER FOR WOMEN
1 West 64th Street

Subjects: Currency and its use; bank reserve and capitalization; balance sheet, checks and the negotiable instrument law; drafts, commercial paper, trade acceptances, notes, discount and interest, collateral, loans and credit. Methods of borrowing money. Bank organization, departments, and procedure of each department. New York Clearing House and its methods of work. Federal Reserve Bank and its Clearing House and purpose.

Admission requirements: High school diploma or its equivalent in business experience

Credit: Certificate *Fee:* For regular 4 months' course, \$200
3 or 4 months, beginning any time Emergency 3 months' course, \$100
Hours arranged for convenience of students

Finance

NEW YORK UNIVERSITY
Washington Square

Subjects: Private finance, principles of financial policy involved in the organization and management of business enterprises.

Credit: 4 points *Fee:* \$24
September 25 to February 1 Morning, afternoon and evening sessions
February 1 to May 31

Subjects: Financial investigations; analysis of situations, assembling facts into statistical tables and exhibits, preparing financial reports.

Admission requirements: A course in principles of accounting

Credit: 4 points *Fee:* \$24
September 25 to February 1 Afternoons, M. 4-6
February 1 to May 31 Evenings, Tu. 5:15-7

Subjects: Finance seminar; laboratory courses in the study of corporation reports and an analysis of financial conditions.

Admission requirements: College graduation, permission of the director of the department

Credit: 4 points *Fee:* \$24
September 25 to February 1 Afternoons, W. 2-4
February 1 to May 31

Subjects: Security investments; channels of investment, various forms of investment, analysis of the current financial situation and trend.

Credit: 4 points *Fee:* \$24
September 25 to February 1 Evenings, Th. 6:7-8:45
February 1 to May 31

Foreign Trade

BALLARD SCHOOL, CENTRAL BRANCH, Y. W. C. A.
610 Lexington Avenue

Subjects: Area and population of the continents of South America, climatic conditions, natural resources, manners and customs of people, money and exchange, banking, obtaining orders, filling orders, shipping orders, payment of orders, trade marks, correspondence, catalogues, tariff, consular invoices, documents, insurance, mail order trade.

October 7 to May 29 *Fee:* \$12
Evenings, M. Th. 6:30-7:30

Foreign Trade

NEW YORK CHAPTER, AMERICAN INSTITUTE OF BANKING
138 East 35th Street

Subjects: Development and present day character of commerce among

COMMERCIAL SUBJECTS

nations, positive or manufacturing nations, their products, resources and activities; the negative or backward nations, spheres of influence, tendencies of modern civilization, areas of friction, tools of commerce, transportation route, and trade facilities. A practical course.

15 weeks, beginning October or February
Credit: Certificate of the New York Chapter

Fee: \$15
Evenings, W. 7:30-9:20

Banking and Credit

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: General theory of credit and prices; relation of banking credit to business; note-issues and deposit credits, their effect upon commercial demand and price levels; domestic exchange relationships and movements of currency; theory of clearing and cancellation of bank indebtedness.

Credit: 3 points
September 25 to February 4

Fee: \$18
Mornings, Tu. 9-10:40

International Exchange

NEW YORK CHAPTER, AMERICAN INSTITUTE OF BANKING
138 East 35th Street

Subjects: Origin, reduction and distribution of specie, sources of supply and demand, the various classes of exchange, commodity transactions, international security trading, travelers' exchange, settlements, market fluctuation, foreign exchange accounting and auditing.

Credit: Certificate of the New York Chapter
1 semester, beginning October 7

Fee: \$20
Evenings, M. 7:30-9:20

Money and Banking

THE COLLEGE OF THE CITY OF NEW YORK
Commerce Building, Lexington Avenue and 23rd Street

This course develops the origin and uses of money, the laws of money, the history of coin and paper money, the problems of rising prices, bimetalism and gold exchange, the history and the principles of banking and the problems of banking reform. Especial attention is given throughout to money and banking conditions in the United States.

Credit: 3 points
October to February, or February to June

Fee: \$7.50; free to matriculants
Three evenings a week one hour each

Standard Course in Banking

NEW YORK CHAPTER, AMERICAN INSTITUTE OF BANKING
138 East 35th Street

Subjects: Bank organization and administration including Trust Company functions, credits, loans and the law of bankruptcy; law of contract, business relations, and negotiable instruments; principles of economics, money, banking and exchange, corporation finance and investments, banking and business.

Admission requirements: High school course or equivalent. Two years' experience in banking or equivalent

Credit: Certificate of the American Institute of Banking
3 years, beginning October 4 or February 7

Fee: \$20 per year
2 periods of 2 hours each
for evening course

Subjects: A preparatory course of one year requiring 2 evenings per week is given to students who have finished one year of high school or a full course in a business school or to evidently ambitious students over 18 years of age.

COMMERCIAL SUBJECTS

BOOKKEEPING

Bookkeeping

ALPHA SCHOOL
2 Sumner Avenue, Brooklyn

Subjects: May be combined with typewriting or with stenography and typewriting.

Admission requirements: Grammar school education

Credit: Certificate

6 months, beginning any time

Fee: \$60

Days, M. Tu. W. Th. F. 9-3
Evenings, M. Tu. W. Th. 7:30-9

Bookkeeping

BALLARD SCHOOL, CENTRAL BRANCH, Y. W. C. A.
610 Lexington Avenue

Subjects: Bookkeeping may be taken in connection with penmanship and arithmetic.

Credit: Certificate

8 months, beginning October, January, March

Fee: \$10

Evenings, M. Th. 7:30-9

Bookkeeping

THE COLLEGE OF THE CITY OF NEW YORK
St. Nicholas Terrace and 139th Street

Subjects: Bookkeeping and office practice. Intended to prepare persons of average intelligence in a short time to qualify for office bookkeeping positions.

Fee: \$5

4 weeks, beginning October 1 and repeated each month thereafter

Afternoons or evenings, M. W. F.

Bookkeeping

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Course prepares students to keep the books of the professional man as well as to interpret the accounts of a modern business.

Credit: 4 points

September 25 to February 4 or

February 5 to May 29

Fee: \$24

Mornings, S. 9-10:40

Afternoons, W. 4:30-6:10

Bookkeeping

EASTMAN GAINES SCHOOL
123rd Street and Lenox Avenue

Subjects: Bookkeeping, banking, commercial law, business forms, penmanship, spelling, correspondence, commercial arithmetic and geography.

Admission requirements: Minimum age, 14. Eighth grade certificate or its equivalent

Credit: Certificate

Fee: \$15 per month, \$40 for 3 months

Books, \$5 to \$15

Mornings, M. Tu. W. Th. F. 8-1

Evenings, M. W. F. 7:30-8:30

Bookkeeping

HEFFLEY INSTITUTE
243 Ryerson Street, Brooklyn

Subjects: Bookkeeping and typewriter billing course, accounting, arithmetic, forms, English, commercial law, penmanship, spelling, typewriter billing. May be taken without the typewriter billing.

Admission requirements: Grammar school education required; high school preferred

Credit: Diploma

Fee: \$12 per month for day course

\$5 per month for evening course

About ten months, beginning any time

Days, M. Tu. W. Th. F. 9-2:35

Evenings, M. Tu. W. Th. 7:30-9:30

COMMERCIAL SUBJECTS

Bookkeeping

HUNTER COLLEGE
Park Avenue and 68th Street

Subjects: Secretarial bookkeeping, elementary course.

September 30 to January 31

February 3 to May 31

Fee: \$10

Evenings, M. W. 6:30-9:30

Subjects: Secretarial bookkeeping, advanced course.

September 30 to January 31

February 3 to May 31

Fee: \$10

Evenings, W. 6:30-9:30

Bookkeeping

MERCHANTS AND BANKERS BUSINESS SCHOOL
37 East 68th Street

Subjects: Bookkeeping, business correspondence, commercial law, arithmetic, office appliances, English, spelling, penmanship, typewriting, filing. (Subjects may be separately combined.)

Admission requirements: Completion of grammar school

Credit: Certificate

Fee: \$14 per month for day course

\$5 a month for evening course

Days, M. Tu. W. Th. F. 9-3

Evenings, M. W. F. 7:30-9:30

Short intensive course, 3 months

Complete course, 6 to 10 months

Bookkeeping

MILLER SCHOOL
131 East 23rd Street

Subjects: Bookkeeping, accounting, banking, commercial law, business correspondence, arithmetic and rapid calculation, English, spelling, touch typewriting (elective). Every student is taught the Burroughs Adding machine, typewriter billing, and the various filing devices.

Admission requirements: A good foundation in English

Credit: Certificate

Fee: \$14 per month for day course

\$5 per month

Bookkeeping

NEW YORK UNIVERSITY
Washington Irving High School, 40 Irving Place

Subjects: War Service training course. Beginning bookkeeping; the object will be to prepare students to fill the position of bookkeeper in the United States Civil Service.

September 23 to January 14

Fee: \$48

Evenings, M. Tu. W. Th. 6:30-7:30

Bookkeeping

PACKARD COMMERCIAL SCHOOL
Lexington Avenue and 35th Street

Subjects: Bookkeeping, business arithmetic, penmanship, English and correspondence, civil government, commercial law, banking and business practice.

Admission requirements: Good English foundation

Credit: Diploma

Fee: \$45 for 10 weeks;

Books, etc. \$10-\$20

Days, M. Tu. W. Th. F. 9-3

Evenings, M. W. F. 7:30-9:30

September 3 to June 27 for day school

September 30 to May 28 for evening school

Bookkeeping

PAINE UPTOWN BUSINESS SCHOOL
1931 Broadway or 116 West 65th Street

Subjects: Bookkeeping, banking, arithmetic, penmanship, English and business letter writing, commercial law, spelling.

COMMERCIAL SUBJECTS

Admission requirements: Good general education and industry
Credit: Certificate *Fee:* \$12 per month for day course
\$15 per three months for evening course
5-7 months for day course, beginning any time Days, M. Tu. W. Th. F. 9-3
8-12 months for evening course, beginning any time Evenings, M. W. F. 7-9:30

Bookkeeping

YOUNG WOMEN'S HEBREW ASSOCIATION
31 West 110th Street

Subjects: Elementary course

October to May

Fee: \$6
Evenings, M. W. 8-9:45

Subjects: Advanced course

October to May

Fee: \$8
Evenings, Th. 8-9:45

Bookkeeping and Typewriting

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF BROOKLYN
376 Schermerhorn Street, Brooklyn

Subjects: Bookkeeping, arithmetic, penmanship, spelling, English, typewriting, office practice, filing.

Credit: Certificate
6 months, beginning October or February

Fee: \$10 per month; books, \$5.50
Days, M. Tu. W. Th. F. 9-3
Evenings, M. W. F. 7:20-9:30

See also "Commercial Course" under Stenography and Typewriting.

Methods of Teaching Bookkeeping, Business Practice, and Accounting

NEW YORK UNIVERSITY
Washington Square

Subjects: Work illustrated by a series of lessons typical of actual instruction in secondary schools.

Credit: 4 points
September 25 to February 1
February 1 to May 31

Fee: \$24
Mornings, S. 9:15-11
Evenings, W. 7:45-9:45

See also "Applied Methods of Teaching Commercial Subjects under Stenography and Typewriting

BUSINESS ADMINISTRATION AND ORGANIZATION

Business Administration

THE FINANCIAL CENTER FOR WOMEN
1 West 64th Street

Subjects: Business organization and management. Study of production. Sales organization. Methods of building up trade.

Credit: Certificate
6 months, beginning any time

Fee: \$300
Hours arranged to meet convenience of students

Business Course Majoring in Organization and Management

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: First year—Accounting, advanced economics or history of

COMMERCIAL SUBJECTS

American commerce, business organization and administration, money and banking, or corporation finance, French or German or Spanish, electives.

Subjects: Second year—Electives in business organization and administration, exchanges, advertising, merchandising, manufacturing processes and management, investments, labor and trust problems, accounting, financial institutions, statistics, business law.

Admission requirements: Two years of college work, including English, modern language, history, economics, commercial geography and mathematics

Credit: B. S. degree

Fee: \$180 per year

2 years, beginning September 25 or February 5

Business Course in School of Commerce, Accounts and Finance

NEW YORK UNIVERSITY

Washington Square

Subjects: Day course: Law of contracts and agency, principles of accounting, economics and economic problems, finance, business English, money and credit; American government, principles of business administration and marketing methods, electives to total 96 points.

Evening course: Law of contracts and agency, principles of accounting, economics and economic problems, finance, business English, money and credit, electives to total 72 points. 3 years of business experience while in school.

Admission requirements: Regular students: High school education or equivalent. Special students: 21 years of age, and some business experience. Examination for all students in English; examination in bookkeeping or a preparatory course in accounting at New York University

Credit: Bachelor of Commercial Science degree, regular students

3 or 4 years, beginning September 25 or February 1

Certificate of proficiency to special students

Fee: \$6 per point

Business Organization and Administration

COLUMBIA UNIVERSITY

Morningside Heights

Subjects: A brief survey of the development of business enterprise; a comparison of the individual proprietorship, the partnership and the corporation; factors influencing the location and construction of plants; problems of employment and welfare work, advertising, shipping, office organization, credits and collections, records, etc.

Credit: 2 or 4 points

September 25 to February 4 or May 29

Fee: \$12 or \$24

Afternoons Th. 4:10-6 or

Evenings, Tu. 7:40-9:30

Subjects: Advanced business organization and administration

Credit: 3 or 6 points

September 25 to February 4 or May 29

Fee: \$18 or \$36

Afternoons Th. 4:10-6

Management

NEW YORK UNIVERSITY

Washington Square

Subjects: Principles of business administration, problems of scientific management, and investigation of typical local industries.

Credit: 4 points

September 25 to February 1

February 1 to May 31

Fee: \$24

Afternoons, M. 2-4

Evenings, M. 6-7:45 and Th. 7:45-9:15

Subjects: Labor management

Admission requirements: A course in business administration

Credit: 4 points

September 25 to February 1

February 1 to May 31

Fee: \$24

Evenings, Th. 6-7:45

COMMERCIAL SUBJECTS

Subjects: Factory engineering and cost reduction

Admission requirements: A course in business administration

Credit: 4 points

September 25 to February 1

February 1 to May 31

Fee: \$24

Mornings, F. 11-1

Evenings, F. 7:45-9:45

Subjects: Factory organization; emphasizing the commercial rather than the technical.

Admission requirements: A course in business administration

Credit: 4 points

September 25 to February 1

February 1 to May 31

Fee: \$24

Evenings, W. 6-7:45

Subjects: Office management; principles governing the organization and administration of clerical forces.

Credit: 2 points

September 25 to February 1

Fee: \$18

Afternoons, F. 4:45-6:30 or

Evenings, F. 7:45-9:45

Subjects: Administration of corporate schools. A course designed to train directors of educational work among employees of corporations.

Credit: 4 points

September 25 to February 1

February 1 to May 31

Fee: \$24

Evenings, Tu. 7:45-9:45

Subjects: Seminar in management. Special investigations by students in factory on such problems as those involved in recent legislation on scientific management. Reorganization problems of the war, etc.

Admission requirements: Written permission of the instructor

Credit: 4 points

September 25 to February 1

February 1 to May 31

Fee: \$24

Evenings, F. 6-7:45

Problems of Personnel Management

COLUMBIA UNIVERSITY

Morningside Heights

Subjects: This course is especially designed for those who are training for or engaged in the work of dealing with employees in stores and factories. It will deal primarily with the problems that center about the maintenance of an efficient and willing working force.

Credit: 3 points

February 5 to May 29

Fee: \$18

Evenings, F. 7:30-9:30

Post-Graduate Course in Business

COLUMBIA UNIVERSITY

Morningside Heights

Subjects: Advantage will be taken of the peculiar opportunities due to the location of the school in the City of New York. Every effort will be made to bring properly qualified students into close contact with modern business problems and with best business practice as developed in the large enterprises located in the city. Graduate instruction will emphasize research problems. Each student will be expected to work out, under direction of an instructor, some independent investigation which will have an important bearing not merely on his own knowledge of business administration and its relation to the economic life of the community, but will also contribute in some degree to the sum of knowledge of business activity and to the improving of business processes.

Credit: M. S. degree

1 year, beginning September 25 or February 5

Fee: \$180

COMMERCIAL SUBJECTS

Post-Graduate Course in Business Administration

NEW YORK UNIVERSITY
Washington Square

Subjects: Electives in accounting, advertising, banking, brokerage, civil service, consular service, credits and collections, finance, foreign trade, insurance, investments, journalism, labor management, manufacturing, marketing, merchandising, philanthropy, public service, public utilities, sales management, secretarial work, social service, statistical work, commercial teaching and transportation; total 48 points

Credit: Master of Business Administration degree
1 year, beginning September 25 or February 5

Fee: \$6 per point

COMMERCIAL GEOGRAPHY, LAW AND MATHEMATICS

Commercial Geography

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: A study of the leading industrial and commercial activities of the great nations, with a special reference to the United States. The production of raw materials, manufacture, routes of trade, markets.

Credit: 2 or 4 points
September 25 to February 4
February 5 to May 29

Fee: \$12 or \$24
Afternoons, Tu. F. 3:10-4:25

Commercial Geography

HUNTER COLLEGE
Park Avenue and 68th Street

Subjects: Geography of commerce and industries.

September 30 to January 31
February 3 to May 31

Fee: \$7.50
Evenings, Tu. 7-9

Commercial Geography

NEW YORK UNIVERSITY
Washington Square

Subjects: The application of geographic factors in industries—vegetable, animal and mineral; power and manufacturing; the expansion of resources and industries. Commerce—laws of trade; transportation and trade routes; development and function of trade centers; geographic influence on commercial policies of nations.

Credit: 2 points
February 3 to May 31

Fee: \$12
Afternoons, F. 2-4 or
Evenings, W. 7:45-9:45

Subjects: Industrial and commercial geography of the port of New York.

Credit: 4 points
September 25 to February 1
February 3 to May 31

Fee: \$24
Evenings, F. 7:45-9:45

Methods of Teaching Commercial and Economic Geography

NEW YORK UNIVERSITY
Washington Square

Subjects: Aim, content, and method of teaching commercial and economic geography.

Credit: 2 points
February 1 to May 31

See also "Applied Methods of Teaching Commercial Subjects" under Stenography and Typewriting

Fee: \$12
Mornings, S. 11:15-1:15

COMMERCIAL SUBJECTS

Commercial Law

BALLARD SCHOOL, CENTRAL BRANCH, Y. W. C. A.
610 Lexington Avenue

Subjects: Essentials of business law, contracts, agency, negotiable instruments and corporations.

Credit: Certificate
October 7 to May 29

Fee: \$12
Evenings, M. W. 6-7

Commercial Law

THE COLLEGE OF THE CITY OF NEW YORK
Commerce Building, Lexington Avenue and 23rd Street

Subjects: A complete course of study in commercial law consisting of three courses, each of three hours a week, arranged so as to require attendance M. W. F. or Tu. Th. F.

Course 1: Contracts, agency, bankruptcy.

Course 2: Property, sales, insurance, partnership.

Course 3: Real property, suretyship, equity, corporations and negotiable instruments.

Credit: Each course, 3 points
October to February
February to June

Fee: \$7.50 per course
Free to matriculants

Commercial Law

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Fundamental principles of the law of contracts, including parties, subject matter, mutual assent, formal requisites, etc.

Credit: 2 or 4 points
September 25 to February 4 or May 29

Fee: \$12 or \$24
Evenings, Th. 7:40-9:30

Subjects: Corporation law

Credit: 2 points
September 25 to February 4

Fee: \$12
Evenings, Tu. 7:40-9:30

Subjects: Negotiable instruments; the every day questions which confront the business man in his use of bills, notes and checks.

Credit: 2 points
February 5 to May 29

Fee: \$12
Evenings, W. 7:40-9:30

Subjects: Latin-American commercial law; a general idea of the history of Latin-American countries as a means of understanding their legislation and particularly their commercial law.

Credit: 2 or 4 points
September 25 to February 4 or May 29

Fee: \$12 or \$24
Evenings, Th. 7:40-9:30

Commercial Law

HUNTER COLLEGE
Park Avenue and 68th Street

September 30 to January 31
February 3 to May 31

Fee: \$5
Evenings, W. 7-9

Commercial Law

NEW YORK UNIVERSITY
Washington Square

Subjects: Contracts

Credit: 2 points
September 25 to February 1

Morning, afternoon and evening sessions

COMMERCIAL SUBJECTS

Subjects: Agency and employments. Torts and functions of the court.

Credit: 2 points **Fee:** \$12
 February 1 to May 31 Morning, afternoon and evening sessions

Subjects: Sales, shipments, bailments and management of personal property; mortgages of real estate and personal property.

Credit: 2 points **Fee:** \$12
 September 25 to February 1 Morning, afternoon and evening sessions

Subjects: Bankruptcy, insolvency, receiver and assignment; executors and administrators.

Credit: 2 points **Fee:** \$12
 February 1 to May 31 Morning, afternoon and evening sessions

Subjects: Laws of banks and negotiable and commercial paper

Credit: 2 points **Fee:** \$12
 September 25 to February 1 Afternoons, W. 2-4 or 5-6:45 or
 Evenings, W. 7:45-9:45

Subjects: Partnerships, limited partnerships and corporations

Credit: 2 points **Fee:** \$12
 February 1 to May 31 Afternoons, W. 2-4 or 5-6:45 or
 Evenings, W. 7:45-9:45

Subjects: Commercial law of Spanish America

Credit: 4 points **Fee:** \$24
 September 25 to February 1 Evenings, M. 7:45-9:45
 February 1 to May 31

Subjects: Law of business operations

Credit: 4 points **Fee:** \$24
 September 24 to February 1 Evenings, Tu. 7:45-9:45
 February 1 to May 31

Business Mathematics

COLUMBIA UNIVERSITY
 Morningside Heights

Subjects: Methods of computation and procedure that may profitably be used and followed in transactions involving discounts, interest, banking, stocks, bonds, exchange, insurance, taxes, customs; the use of mathematical tables and calculating machines will be provided.

Admission requirements: Prerequisite, a course in business arithmetic

Credit: 3 points **Fee:** \$18
 September 25 to February 4 Afternoons, Tu. Th. 4:45-6

Subjects: The mathematics of investment. Advanced course. Interest, annuities, amortization, valuation of bonds, sinking funds, the theory of probability.

Credit: 3 points **Fee:** \$18
 February 5 to May 29 Afternoons, Tu. Th. 4:45-6

Subjects: Elementary business arithmetic. Simple, short methods of calculation applied to business transaction.

Credit: 2 points **Fee:** \$12
 September 25 to February 4 Evenings, Tu. 7:40-9:30

Subjects: Advanced business arithmetic.

Credit: 2 points **Fee:** \$12
 September 25 to February 4 Evenings, Tu. 6-7:40

Subjects: Business mathematics. Insurance, taxes, sinking funds,

COMMERCIAL SUBJECTS

stocks, bonds, exchange, United States customs, equation of accounts, calculating tables.

Credit: 2 points
February 5 to May 29

Fee: \$12
Evenings, Tu. 7:40-9:30

Business Mathematics

NEW YORK UNIVERSITY
Washington Square

Subjects: A review of the fundamental operations with reference to practical short methods of calculation.

Credit: 4 points
September 25 to February 1
February 1 to May 31

Fee: \$34
Evenings, M. 6-7:45 or
7:45-9:45

Subjects: War service training course. Review of advanced mathematics with a view to speed and accuracy.

September 23 to January 14
February 3 to May 31

Fee: \$12
Evenings M. Tu. W. Th. 6:30-8:30

Methods of Teaching Business Arithmetic

NEW YORK UNIVERSITY
Washington Square

Subjects: Method of calculation as well as methods of teaching.

Credit: 2 points
September 25 to February 1
See also "Applied Methods of Teaching Commercial Subjects" under Stenography and Typewriting

Fee: \$12
Mornings, S. 11:15-1:15

FILING

Filing

NATIONAL TRAINING SCHOOL FOR FILING
60 Franklin Street

Subjects: Card indexing, cataloguing, expert filing.

Admission requirements: At least an elementary school education

Credit: Certificate

6 weeks, beginning every 3 weeks after September 1

Fee: \$27 in advance, or \$30 in installments

Afternoons, Tu. Th. F. 2-4
Evenings, M. W. F. 6:30-8:30

Filing and Indexing

ADELPHI COLLEGE
Lafayette Avenue, Brooklyn

Subjects: Application of indexing and filing to business. Indexing and filing correspondence, clippings, pamphlets, etc., in business offices, commercial houses, etc.

Oct. 1 to February 4
February 4 to June 4

Fee: \$20

Filing and Indexing

HULL INDEXING BUREAU
220 Broadway

Subjects: Filing, indexing, library cataloguing.

Admission requirements: High school education or equivalent. Limited classes
Fee: \$50 in three installments
3 months, beginning September 16, December 16 and March 16

Evenings, M. F. 6-8

COMMERCIAL SUBJECTS

Filing and Indexing

NEW YORK SCHOOL OF FILING
149 Broadway

Subjects: Five methods of filing are taught after which each student specializes in banking, law, etc. Typing may be taken with the above or separately.

Admission requirements: High school education or equivalent

Credit: Certificate

4 weeks, beginning every month

Fee: \$30

Days, M. W. F. or Tu. Th. S. 9-3 or
Evenings, M. W. F. 7-9

Filing, Indexing and Cataloguing

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Indexing and filing correspondence, clippings, pamphlets, etc.; the application of library methods to records in business offices and special libraries, commercial houses, banks and corporations.

Credit: 2 points

September 25 to February 4 or
February 5 to May 29

Fee: \$12

Mornings, S. 9-11 or
Evenings, W. 7:45-9:45

Filing, Indexing and Office Practice

NEW YORK UNIVERSITY
Washington Irving High School, 40 Irving Place

Subjects: War service training course. Special preparation for the position of File Clerk. Class limited to 32.

September 23 to January 14
February 3 to May 31

Fee: \$48
Evenings, M. Tu. W. Th. F. 5:30-6:30

Office Filing

BALLARD SCHOOL, CENTRAL BRANCH, Y. W. C. A.
610 Lexington Avenue

25 lessons, beginning October 1

Fee: \$9

Evenings, Tu. F. 7:30-9

MACHINE OPERATING

Adding Machine Operating

BURROUGHS CALCULATING SCHOOL
217 Broadway

Admission requirements: Age, 18 to 30. Examination in arithmetic. High school education preferred

Fee: \$50, \$10 at entrance, \$5 weekly during the course
5 to 9 weeks, beginning any time

Addressograph Operating

ADDRESSOGRAPH COMPANY
740 Broadway

Subjects: Graphotype operating, addressograph operating.

Admission requirements: Age, 16

1 month, beginning any time

Fee: \$7 per week while learning
Days, 8:30-5:30

Billing Machine

ELLIOTT FISCHER SCHOOL
88 Park Place

Subjects: Billing, touch typewriting, adding and subtracting, tabulating, bookkeeping, ledger posting by machine.

COMMERCIAL SUBJECTS

Admission requirements: Grammar school education

Credit: Certificate

Fee: \$40

7 weeks, applications received at any time

Days, M. Tu. W. Th. F. 9-5:30; Mornings, S. 9-12:30

Subjects: A short course in billing and touch typewriting.

4 weeks

Fee: \$25

Comptometer Operating

COMPTOMETER SCHOOL

221 Broadway

Admission requirements: Age, 18 to 25. Test in arithmetic

Credit: Diploma

Fee: \$50. \$25 at entrance, \$25 when position is secured

3 months for day course, beginning any time

Days 9 to 5

4 to 5 months for evening course, beginning any time

Evenings, M. Tu. Th. F. 7-9:30

Multigraphing

MULTIGRAPH SERVICE BUREAU

11 Broadway

Admission requirements: 16 years of age

2 months, beginning any time

Fee: \$35

Days, 9-5, S. 9-1

Multigraphing

NEW YORK UNIVERSITY

Washington Irving High School, 40 Irving Place

Admission requirements: At least a high school education

September 23 to January 14

Evenings, M. Tu. W. Th. F. 5:30-7:30

Fee: \$48

Multigraphing

H. W. WEST & COMPANY

170 Broadway

Subjects: Setting up type and printing reproductions.

4 weeks, beginning any time

Fee: \$40

Days 9-5

See also courses under Stenography and Typewriting

OFFICE TRAINING

Office Training

PACE INSTITUTE

30 Church Street

Subjects: Carding, filing, indexing, mailing, charting, office routine, columnar analysis and proofs; the preparation of modern cash records and reports, pay-roll forms and records, purchase and stores records, voucher forms and records, and sales records; arithmetical calculations; office procedures; telephoning.

4 weeks beginning any time, or
8 weeks, beginning any time

Fee: \$23
Afternoons or evenings, 4 two-hour sessions
Afternoons or evenings, 2 two-hour sessions

Office Training

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF BROOKLYN

376 Schermerhorn Street, Brooklyn

Subjects: Touch typewriting, bills, envelopes, carbon and mimeograph work, spelling and English, filing.

COMMERCIAL SUBJECTS

Admission requirements: At least a grammar school education
Fee: \$4 per month. Books, \$1.50
6 to 8 months evening course beginning September 17 or January 21
Evenings, M. W. F. 7:20-9:30
3 to 5 months day course beginning October 1 or February 4
Fee: \$10 per month. Books, \$3.00
Days, M. Tu. W. Th. F. 9-3

STENOGRAPHY AND TYPEWRITING

Amanuensis or State Stenographer Course

HEFFLEY INSTITUTE
243 Ryerson Street, Brooklyn

Subjects: Stenography, typewriting, business English, spelling, manifold, mimeographing, letter-press copying, filing, etc.

Admission requirements: Graduates of grammar school are eligible. High school preferred
Fee: \$5 per month for evening course
7-8 months, beginning any time

Business Course Majoring in Secretarial Studies

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: First year: accounting, advanced economics or history of American commerce, business organization and administration, money and banking, or corporation finance, French or German or Spanish.

Subjects: Second year: stenography, typewriting, business administration, business law, secretarial bookkeeping, correspondence, typography, electives in the School of Business.

Admission requirements: 2 years of college work
Credit: B. S. degree
2 years, beginning September 25 or February 4
Fee: \$180 per year

Subjects: Graduate course: stenography, typewriting, secretarial bookkeeping, typography, electives in the School of Business.

Credit: Certificate
1 year, beginning September 25 or February 4
Fee: \$180

Commercial Course (Day)

BAY RIDGE HIGH SCHOOL
4th Avenue and 67th Street, Brooklyn

BRYANT HIGH SCHOOL
Wilbur Avenue, Long Island City

BUSHWICK HIGH SCHOOL
Irving Avenue, Brooklyn

CURTIS HIGH SCHOOL
Hamilton Avenue and St. Marks Place, New Brighton, S. I.
Annex, P. S. 20, Broadway, Port Richmond, S. I.

EASTERN DISTRICT HIGH SCHOOL
Marcy Avenue, Brooklyn

EVANDER CHILDS HIGH SCHOOL
Randolph, St. Lawrence and Beach Avenues, Bronx
Annexes, P. S. 46, 196th Street and Briggs Avenue; Borough Hall Annex, Olinville Avenue and Magenta St.; P. S. 16, Carpenter Avenue, near 240th St.; Wakefield P. S. 36, Castle Hill and Blackrock Avenues, Unionport; P. S. 8, Moshulu Parkway and Briggs Avenue, Bronx

FAR ROCKAWAY HIGH SCHOOL
State Street, Far Rockaway

COMMERCIAL SUBJECTS

FLUSHING HIGH SCHOOL

Broadway and Whitestone Avenue, Flushing

GIRLS' HIGH SCHOOL

Nostrand Avenue and Halsey Street, Brooklyn

JAMAICA HIGH SCHOOL

Hillsdale Avenue, Jamaica

JULIA RICHMAN HIGH SCHOOL

60 West 13th Street

Annexes, P. S. 87, Amsterdam Avenue and 77th Street; P. S. 9, 225 West 82nd Street; P. S. 66, 421 East 88th Street; P. S. 18, 124 West 28th Street; P. S. 117, 170 East 77th Street

MORRIS HIGH SCHOOL

166th Street and Boston Road

Annexes, P. S. 52, Broadway and Academy Street; P. S. 31, Mott Avenue and 144th Street

THE NEWTOWN HIGH SCHOOL

Chicago Avenue and Grove Street, Elmhurst

Annex, P. S. 89, Britton Avenue, Elmhurst

RICHMOND HILL HIGH SCHOOL

Stoothoff Avenue, Richmond Hill

Annex, P. S. 51, Church Street, Richmond Hill

WADLEIGH HIGH SCHOOL

114th Street, near 7th Avenue

Annex, P. S. 179, 101st Street, East of Amsterdam Avenue

WASHINGTON IRVING HIGH SCHOOL

40 Irving Place

Subjects: (Required) English, commercial arithmetic, penmanship, business forms, elementary bookkeeping, history, American institutions, civics, drawing, music, physical training. (Electives) Spanish, French, science (commercial biology and sanitation, chemistry, physics, domestic science, shop work), commercial geography and transportation, commercial history, commercial law, local institutions and industry, mathematics, commercial algebra, stenography and typewriting, bookkeeping and office practice, accounting and economics, advertising, salesmanship.

Credit: Diploma

Fee: None

3 or 4 years at Bushwick High School, Girls' High School in Brooklyn and Julia Richman High School

3 years at all other schools—September 9 to June 30

Commercial Course (Evening)

BAY RIDGE HIGH SCHOOL

4th Avenue and 67th Street

BRYANT HIGH SCHOOL

Wilbur Avenue and Academy Street, Long Island City

CENTRAL GIRLS' HIGH SCHOOL

Nostrand Avenue and Halsey Street, Brooklyn

CURTIS HIGH SCHOOL

Hamilton Avenue and St. Marks Place, New Brighton, S. I.

EASTERN DISTRICT HIGH SCHOOL

Marcy Avenue, Brooklyn

HARLEM EVENING HIGH SCHOOL

114th Street near 7th Avenue

COMMERCIAL SUBJECTS

NEW LOTS HIGH SCHOOL

Sutter Avenue and Vermont Street, Brooklyn

P. S. 40

Prospect Avenue and River Place

P. S. 62

Hester, Essex and Norfolk Streets

TOTTENVILLE EVENING TRADE SCHOOL

Tottenville

WASHINGTON HEIGHTS HIGH SCHOOL

145th Street, west of Amsterdam Avenue

WASHINGTON IRVING HIGH SCHOOL

40 Irving Place

Subjects: (Required) English, commercial arithmetic, penmanship, business forms, elementary bookkeeping, history, American institutions, civics, drawing, music, physical training. (Electives) Spanish, French, science (commercial biology and sanitation, chemistry, physics, domestic science, shop work), commercial geography and transportation, commercial history, commercial law, local institutions and industry, mathematics, commercial algebra, stenography and typewriting, bookkeeping and office practice, accounting and economics, advertising, salesmanship.

Credit: Diploma
120 nights, beginning September 16

Fee: None

Commercial Course, Cooperative Work

A student in the Bushwick High School, Irving Avenue, Brooklyn, the Newtown High School, Chicago Avenue, Elmhurst, or the Washington Irving High School, 40 Irving Place, may arrange to take a cooperative course in which she spends one week in school and the next week in employment in a business office, doing work for which she is paid. She alternates in this way throughout the school term and is employed during the whole time in the summer. The course of study she pursues in school is as follows:

Subjects: First year: English, commercial arithmetic, penmanship, German, French or Spanish, drawing, domestic science and art, physical training, biology, music, declamation and voice training. Second year: stenography, typewriting, bookkeeping, penmanship, spelling and office practice, English, physical training, music, declamation and voice training, and drawing. Third year: stenography, typewriting, bookkeeping, commercial law, physics, English, physical training, music, declamation and voice training. (The modern language chosen in the first year may be continued during the second and third year as an alternative for music, declamation and drawing)

Credit: Diploma
3 years, beginning September or February

Fee: None

Regular school hours and regular business hours

Commercial Course

HEBREW TECHNICAL SCHOOL FOR GIRLS

240 Second Avenue

Subjects: Stenography and typewriting, bookkeeping, arithmetic, penmanship, commercial English.

Admission requirement: Graduation from grammar school or equivalent

Credit: Diploma
1½ years, beginning September and March

Fee: Nominal
Days, M. Tu. W. Th. F. 8:30-

COMMERCIAL SUBJECTS

Commercial Course

YOUNG WOMEN'S HEBREW ASSOCIATION
31 West 110th Street

Subjects: Stenography, typewriting, English, switchboard, bookkeeping, business arithmetic, penmanship, dictaphone.

Admission requirements: Grammar school graduation. Entrance for examination in English and arithmetic

Credit: Diploma *Fee:* \$40. Books extra
September to July, July to May, or February to December
Days, M. Tu. W. Th. F. 9-3

Dictaphone Operating

NEW YORK UNIVERSITY
Washington Irving High School, 40 Irving Place

Subjects: War service training course. Those who do not know typewriting must take elementary typewriting in connection with dictaphone operating.

September 23 to January 14

Fee: \$24
Evenings—2 per week—6:30-7:30

French Stenography and Typewriting

FRENCH SCHOOL FOR GIRLS
24 East 94th Street

One period each day beginning October 1

Fee: \$100 per year

Secretarial Course

ALPHA SCHOOL
2 Sumner Avenue, Brooklyn

Subjects: Complete business course. Pitman stenography, typewriting, spelling, business English, commercial law, office training, arithmetic, advanced bookkeeping. Typing may be taken separately.

Admission requirements: Grammar school education

Credit: Certificate

Day course, 6 months, beginning any time

Fee: \$100
Days, M. Tu. W. Th. F. 9-3

Evening course, 10 months, beginning any time

Fee: \$85
Evenings, M. Tu. W. Th. 7:30-9:30

Secretarial Course

BALLARD SCHOOL, CENTRAL BRANCH, Y. W. C. A.
610 Lexington Avenue

Subjects: Stenography, typewriting, bookkeeping, filing, business English and gymnasium work.

Admission requirements: High school education or a written entrance examination

Credit: Certificate

8 months beginning September 30

Fee: \$60
Days, M. W. Th. 9:30-1:30, Tu. F. 9-2:30

Secretarial Course

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Two-year course in extension teaching. Stenography and typewriting, secretarial duties, editing, telephoning, office reference books, commercial papers, care of the typewriter, stencil cutting, operation of the mimeograph, office practice.

Admission requirements: Graduation from High School

Credit: Certificate

2 years, courses meeting in the evening

Beginning September 25 or February 5 or July 7

Fee: \$180

COMMERCIAL SUBJECTS

Secretarial Training

HEFFLEY INSTITUTE
243 Ryerson Street, Brooklyn

Subjects: Stenography, business, legal and general reporting. Typewriting, manifold, mimeographing, letter-press copying, etc. Book-keeping, business arithmetic and English, spelling, penmanship.

Admission requirements: Grammar school graduates are eligible. High School education preferred

Credit: Certificate
10-12 months, beginning any time

Fee: \$12 per month
Days, M. Tu. W. Th. F. 9-2:35
Evenings, M. Tu. W. Th. 7:30-9:30

Secretarial Course

MERCHANTS AND BANKERS BUSINESS SCHOOL
37 East 58th Street

Subjects: Shorthand, typewriting, English, spelling, tabulating, penmanship, filing, office appliances, office methods, business correspondence, telephone switchboard.

Admission requirements: Grammar school education

Credit: Certificate

6 to 9 months, beginning any time

Fee: \$14-\$17 per month. \$7-\$10 extra charges
\$1 for evening course. \$7-\$8 extra charges
Days, M. Tu. W. Th. F. 9-3
Evenings, M. W. F. 7:30-9:30

Secretarial Course

MILLER SCHOOL
131 East 23rd Street

Subjects: Theory and practice of accounts, business customs and forms, commercial law, shorthand, touch typewriting, business English and correspondence, model office practice, secretarial duties, penmanship, spelling.

Admission requirements: A good English foundation. Particularly well adapted for those who have taken a high school or college course

Credit: Certificate

6 to 8 months, beginning any time

Fee: \$14 per month for day course
\$5 per month for evening course
Days, M. Tu. W. Th. F. 9:30-3
Evenings, M. W. F. 7-9

Secretarial Course

PACE INSTITUTE
30 Church Street

Subjects: Course intended for young women who already know stenography and typewriting and wish to develop into private secretaries. Special secretarial records, stenographic practice, tests of typewriting, plans of internal business organization, carding, indexing, filing, basic principles of accounting and law for business, drills and tests in English, etc.

Credit: Certificate

2 semesters of 17 weeks, beginning any time

3 one-hour afternoon or evening sessions per week

Fee: \$28 per semester

Subjects: War emergency clerical service for women. Immediate and definite training in the clerical duties most likely to be required by the federal government and by industrial corporations.

8 weeks, beginning any time

Fee: \$12
1 two-hour evening session or
2 one-hour afternoon sessions

COMMERCIAL SUBJECTS

Secretarial Course

PACKARD COMMERCIAL SCHOOL
Lexington Avenue and 35th Street

Subjects: Stenography, typewriting, account keeping, penmanship, correspondence; legal and business forms, special secretarial duties.

Credit: Certificate

Fee: Books, etc., \$5-\$8

\$45 for 10 weeks for day school

\$15 for 10 weeks for evening school

Average, 7 months at day school, beginning any time

September 3 to June 27 for day school

September 30 to May 28 for evening school

Days M. Tu. W. Th. F. 9-3

Evenings, M. W. F. 7:30-9:30

Secretarial Course

THE PAINE UPTOWN BUSINESS SCHOOL
1931 Broadway or 116 West 65th Street

Subjects: Bookkeeping, business law, penmanship, business calculation, shorthand or stenotypy, typewriting, spelling, business English and correspondence, office appliances and uses, secretarial training.

Admission requirements: Good general education and industry

Credit: Certificate

Fee: \$15 per month for day course

\$15 per three months for evening course

6-8 months for day course, beginning any time

Days M. Tu. W. Th. F. 9-3

10-12 months for evening course, beginning any time

Evenings M. W. F. 7-9:30

Secretarial Course

PRATT SCHOOL
62 West 45th Street

Subjects: Secretarial correspondence, secretarial accountancy, spelling, political economy, commercial law, penmanship, administration, finance, advertising, salesmanship, filing, secretarial duties, stenography and typewriting.

Admission requirements: High school graduation or special work in English

Credit: Certificate

Fee: \$150 for day course

\$40 for 10 weeks' evening course; Books, \$6

8 months, beginning any time when vacancies occur

Days, M. Tu. W. Th. F. 9:30-3; Evenings, M. W. F. 7-9

Secretarial Course

WOOD'S BUSINESS SCHOOL
287-91 Broadway, Brooklyn

Subjects: Bookkeeping, touch typewriting, billing typewriter, commercial arithmetic, commercial law, Pitman shorthand, speed dictation (legal, mercantile, general), commercial English and correspondence, business writing, spelling, office routine and appliances.

Fee: \$12 per month for day course; \$5 per month for evening course

9 months, beginning any time

Days, M. Tu. W. Th. F. 8:30-5

Evenings, M. Tu. W. Th. 7-9:30

Secretarial Course

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF BROOKLYN
376 Schermerhon Street, Brooklyn

Subjects: Isaac Pitman stenography, touch typewriting on all standard machines, spelling, English, and secretarial correspondence, bookkeeping, business arithmetic, penmanship and business practice, filing.

Admission requirements: High school education or equivalent. For students with one year of high school, course will be 7 to 9 months

Credit: Certificate

Fee: \$10 per month. Books, \$7.50

7 months, Applications received at any time

Days, M. Tu. W. Th. F. 9-3

COMMERCIAL SUBJECTS

Subjects: Isaac Pitman stenography, touch typewriting, spelling, English, and secretarial correspondence, bookkeeping, business arithmetic, penmanship and business practice, filing.

Credit: Certificate
20 months, applications received at any time

Fee: \$1 per month. Books, \$7.50
Evenings, M. W. F. 7:20-9:30

Secretarial Duties

NEW YORK UNIVERSITY
Washington Square

Subjects: Private secretarial duties; the most important duties of a private secretary other than stenographic work. Special attention to matters of form in letters and the office routine.

Credit: 2 points
September 25 to February 1

Fee: \$12
Evenings, M. 7:45-9:45

Subjects: Public secretarial duties; various commercial and civic organizations, such as chambers of commerce, clubs, etc. The purpose of the course is to develop secretaries for these organizations and show business men how to coöperate with them to the best advantage mutually.

Credit: 2 points
February 1 to May 31

Fee: \$12
Evenings, F. 7:45-9:45

Stenography

BALLARD SCHOOL, CENTRAL BRANCH, Y. W. C. A.
610 Lexington Avenue

Subjects: Speed stenography.

20 lessons, beginning September 30

Fee: \$4
Evenings, M. Th. 7:30-9

Stenography

COLLEGE OF THE CITY OF NEW YORK
St. Nicholas Terrace and 139th Street
Commerce Building, 23rd Street and Lexington Avenue

Subjects: A number of war emergency training courses in elementary, intermediate, advanced and speed stenography and stenotypy will be conducted late afternoons and evenings, at the convenience of the students.

Fee: \$2.50 per hour per week for a course of sixteen weeks
October to February—February to June

Subjects: A four-weeks' course in stenography will be given three days a week, beginning October 1, and repeated thereafter.

Afternoons, 5:30-7

Fee: \$5

Stenography

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Elementary and intermediate course in Pitman stenography. Typewriting must be taken as a parallel course.

Credit: 6 or 12 points
September 25 to February 4 or May 29 or
February 5 to May 29 or
July 7 to August 15

Fee: \$36 or \$72
Mornings, M. Tu. W. Th. F.
9-10, 10-11, 11-12, or Afternoons,
12-1 or 1-2 or 2-3 or 4:15-5:15
or 5:15-6:15 or Evenings, M. W. F. 7:30-8:30
or 8:30-9:30

COMMERCIAL SUBJECTS

Subjects: Advanced stenography; general business and legal dictation will be given at a rate varying from 100-200 words a minute.

Credit: 2 or 4 points
September 25 to February 4 or May 29

Fee: \$12 or \$24
Afternoons Tu. W. F. 3:10-4

Stenography

HARLEM BRANCH, YOUNG WOMEN'S CHRISTIAN ASSOCIATION
240 Lenox Avenue

Subjects: Speed class for students writing less than 100 words per minute.

Fee: \$2 per month
Evenings, M. W. F. 7:30-8:30

Stenography

HUNTER COLLEGE
Park Avenue and 68th Street

Subjects: Elementary Pitman or Gregg stenography.

September 30 to January 31
February 3 to May 31

Fee: \$10
Evenings, Tu. Th. 8:25-9:45

Subjects: Intermediate Pitman stenography.

September 30 to January 31
February 3 to May 31

Fee: \$10
Evenings, M. W. 7-8:20

Subjects: Advanced Pitman or Gregg stenography.

September 30 to January 31
February 3 to May 31

Fee: \$10
Evenings, Tu. Th. 7-8:20

Stenography

NEW YORK UNIVERSITY
Washington Irving High School, 40 Irving Place

Subjects: War service training: elementary course. Principles and practice. The aim will be to develop a speed of 80 words per minute on United States Civil Service matter.

September 23 to January 14

Fee: \$48
Evenings, M. Tu. W. Th. F. 6:30-8:30

Subjects: Advanced course. For those who have a knowledge of the principles but lack speed. The course will train specifically for United States Civil Service.

Admission requirements: High school education desired

September 23 to January 14

Fee: \$24
Evenings, 2 per week, 6:30-7:30

September 23 to January 14

Fee: \$48
Afternoons, M. Tu. W. Th. F. 6:30-6:30

Stenography

NEW YORK UNIVERSITY
Washington Square

Subjects: The aim of the course is to increase the speed of stenographers who have completed the principles of Isaac Pitman or Gregg shorthand, and who can write at the rate of 60 words a minute at the time of entering the class. Speed practice advanced phraseology, reporting contractions and other abbreviating devices.

Credit: 4 points
September 25 to February 1
February 1 to May 31

Fee: \$24
Afternoons, S. 1:15-2:15 or 3:15-4:15

COMMERCIAL SUBJECTS

Stenotyping

NEW YORK UNIVERSITY
Washington Irving High School, 40 Irving Place

Subjects: Principles and practice of stenotyping up to a speed of 80 words a minute.

Admission requirements: High school education desired

September 23 to January 14

Afternoons, M. Tu. W. Th. F. 6:30-8:30

Fee: \$48

Stenography and Typewriting

ADELPHI COLLEGE
Lafayette Avenue, Brooklyn

Subjects: Pitman stenography, touch typewriting, duties of a private secretary.

Credit: Certificate
October 1 to February 4
February 4 to June 4

Days, M. Tu. W. Th. F. 9-5

Fee: \$20

Stenography and Typewriting

BALLARD SCHOOL, CENTRAL BRANCH, Y. W. C. A.
610 Lexington Avenue

Subjects: Gregg shorthand, touch typewriting, spelling, correspondence, business English, punctuation, commercial law, office training.

Credit: Certificate
8 months, beginning September 30

Evenings, M. W. F. 7:30-9:30

Fee: \$25

Stenography and Typewriting

COOPER UNION
Cooper Square

Subjects: Stenography (Munson system), speed practice in all forms of commercial and law work, business English and correspondence, touch typewriting, manifolding, cutting stencils, mimeographing, secretarial duties, bookkeeping, filing.

Admission requirements: Age, 18-35. Entrance examination in English branches
Credit: Certificate
October 1 to the middle of May

Days, M. Tu. W. Th. F. 9-3

Fee: None

Stenography and Typewriting

EASTMAN GAINES SCHOOL
38 West 123rd Street

Subjects: Pitman shorthand or stenotype, touch typewriting, spelling, correspondence, commercial forms, penmanship, office system and devices.

Admission requirements: Minimum age, 14. Graduation from Grammar School or equivalent

Credit: Certificate

Fee: \$15 per month, or \$40.50 for three months
Books, \$10

7-9 months, beginning any time

Mornings, M. Tu. W. Th. F. 8-1

Stenography and Typewriting

HARLEM BRANCH, YOUNG WOMEN'S CHRISTIAN ASSOCIATION
240 Lenox Avenue

Subjects: Pitman stenography, touch typewriting, English and punctua-

COMMERCIAL SUBJECTS

tion, correspondence and spelling. Subjects may be taken separately.

Admission requirements: Graduation from high school

Credit: Diploma *Fee:* \$8 per month
About 8 months, beginning September 3, October 1, November 1, February 1,
March 1

Days, M. Tu. W. Th. F. 9-3

Subjects: Evening course.

About eight months, beginning the first and middle of each month

Fee: \$3.50 per month

Stenography and Typewriting

MILLER SCHOOL
131 East 23rd Street

Subjects: Shorthand, touch typewriting, business English and correspondence, speed dictation of many varieties, model office practice, including filing. Spelling. (Shorthand and typewriting may be taken separately).

Admission requirements: A good English foundation

Credit: Certificate

Fee: \$14 per month for day course

\$5 per month for evening course

4 to 6 months, beginning any time

Days, M. Tu. W. Th. F. 9:30-3
Evenings, M. W. F. 7-9

Stenographic Course

PACKARD COMMERCIAL SCHOOL
Lexington Avenue and 35th Street

Subjects: Stenography, typewriting, penmanship, English and correspondence, legal and business forms.

Credit: Certificate

Fee: Books, etc., \$5-\$8

\$45 for 10 weeks for day school

\$15 for 10 weeks for evening school

Average, 7 months at day school, beginning any time

September 3 to June 27 for day school

September 30 to May 28 for evening school

Days, M. Tu. W. Th. F. 9-3

Evenings, M. W. F. 7:30-9:30

Stenography and Typewriting

THE PAINE UPTOWN BUSINESS SCHOOL
1931 Broadway or 116 West 65th Street

Subjects: Shorthand, typewriting, spelling, English and business letter writing, office training. A special short course is given in touch typewriting, which may be taken separately.

Admission requirements: Good general education and industry

Credit: Certificate

Fee: \$12 per month for day course

\$15 per three months for evening course

4-6 months for day course, beginning any time

8-12 months for evening course, beginning any time

Days, M. Tu. W. Th. F. 9-3

Evenings, M. W. F. 7-9:30

Stenography and Typewriting

ST. JOSEPH'S COMMERCIAL SCHOOL
342 Bridge Street, Brooklyn

Admission requirements: Age 14. Graduation from grammar school

Credit: Certificate

2 years, beginning September or February

Fee: \$100

Stenography and Typewriting

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF BROOKLYN
376 Schermerhorn Street, Brooklyn

Subjects: Isaac Pitman stenography, touch typewriting, penmanship, spelling and English, filing.

COMMERCIAL SUBJECTS

Admission requirements: At least a grammar school education
Credit: Certificate *Fee:* \$10 per month. Books, \$4.50
About 7 months. Applications received at any time Days, M. Tu. W. Th. F. 9-3

Subjects: Isaac Pitman stenography, touch typewriting, spelling and English, filing.

Admission requirements: 2 years high school work or equivalent
Credit: Certificate *Fee:* \$4 per month. Books, \$4
12 to 15 months. Applications received at any time. Evenings, M. W. F. 7:20-9:30

Stenography and Typewriting

YOUNG WOMEN'S HEBREW ASSOCIATION
31 West 110th Street

Subjects: Beginning course. Gregg method.

October to May

Fee: \$10
Evenings, M. Tu. 8-9:45

Subjects: Speed class, Gregg method

October to January or January to May

Fee: \$2
Evenings, W. 8-9:45

Subjects: Advanced class. Pitman method. Advanced typewriting and office practice included.

October to May

Fee: \$6
Evenings, Tu. W. Th. 8-9:45

Typewriting

COLLEGE OF THE CITY OF NEW YORK
139th Street and St. Nicholas Terrace

Commerce Building, 23rd Street and Lexington Avenue

Subjects: A number of war emergency courses in elementary, intermediate and advanced typewriting will be conducted late afternoons and evenings, at the convenience of the students.

Fee: \$2.50 per hour per week for a course of sixteen weeks
October to February—February to June

Typewriting

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Elementary and intermediate work.

Credit: 2, 4 or 8 points
September 25 to February 4
February 5 to May 29
July 7 to August 15

Fee: \$12, \$24 or \$48
Mornings, M. Tu. W. Th. F. 9-10, or
10-11 or 11-12, or Afternoons, 12-1, or
1-2 or 2-3, or 4:15-5:15, or 5:15-6:15, or
Evenings, 7:30-8:30 or 8:30-9:30

Typewriting

HUNTER COLLEGE
Park Avenue and 68th Street

Subjects: Beginning work.

September 30 to January 31
February 3 to May 31

Fee: \$10
Evenings, Tu. Th. 7-8:20

Subjects: Intermediate or advanced work.

September 30 to January 31
February 3 to May 31

Fee: \$10
Evenings, M. W. or Tu. Th. 8:25-9:45

COMMERCIAL SUBJECTS

Typewriting

MERCHANTS AND BANKERS BUSINESS SCHOOL
37 East 58th Street

Subjects: Typewriting, or typewriting and filing, or typewriting and office appliances, or typewriting and dictaphone.

Admission requirements: Grammar school education

Credit: Certificate

3 months, beginning any time

Fee: \$14 per month

Days, M. Tu. W. Th. F. 9-3

Evenings, M. W. F. 7:30-9:30

Typewriting

NEW YORK UNIVERSITY
Washington Irving High School, 40 Irving Place

Subjects: War service training. Elementary course. Touch method, speed up to 40 words a minute. Class limited to 32.

Admission requirements: High school education desired

Fee: \$24

September 23 to January 14

Afternoons, 2 per week, 5:30-6:30

Subjects: Advanced typewriting. For those who already know how to typewrite. Speed, transcription and preparation for United States Civil Service. Class limited to 32.

Fee: \$24

September 23 to January 14

Afternoons, 2 per week, 5:30-6:30

Methods of Teaching Stenography and Typewriting

NEW YORK UNIVERSITY
Washington Square

Subjects: Methods which may be applied to any system of shorthand. The natural method of acquiring touch typewriting.

Credit: 2 points

September 25 to February 1

Fee: \$12

Afternoons, S. 2:15-3:15 or 4:15-5:15

Subjects: Methods of teaching Isaac Pitman shorthand or methods of teaching Gregg shorthand.

Credit: 2 points

February 1 to May 31

Fee: \$12

Afternoons, S. 2:15-3:15 or 4:15-5:15

Applied Methods of Teaching Commercial Subjects

NEW YORK UNIVERSITY
Washington Square

Subjects: Actual experience in teaching bookkeeping, business practice, business arithmetic, business law, commercial and economic geography and economics. Practice teaching in the Julia Richman High School. Class limited to 15. fl fl

Admission requirements: Permission from instructor

Credit: 4 points

September 25 to February 1

February 1 to May 31

Fee: \$24

Afternoons, M. 4-6

TELEGRAPHY AND TELEPHONY

Telegraphy

BROOKLYN TELEGRAPH SCHOOL
313 Fulton Street

Subjects: Stock broker telegraphy, commercial and railway telegraph and wireless telegraph operating; typewriting if desired (no extra charge).

Fee: \$7 per month for day course; \$5 per month for evening course
Afternoons, M. W. Th. F. 2-4:30; Evenings, M. W. Th. 7-9:30

COMMERCIAL SUBJECTS

Cable Telegraphy

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: The elements of electrical engineering, direct current machinery, alternating current circuit, cable apparatus and some telegraph and radio apparatus.

Admission requirements: At least 16 years of age. High school graduation. Examination in English, mathematics, physics

Credit: Certificate

1 year, September 25 to May 29

Fee: \$180

Telegraphy

COOPER UNION
Cooper Square

Admission requirements: Age, 16 to 25

Credit: Certificate
October to May

Fee: None

Days, M. Tu. W. Th. F. 9-1

Telegraphy and Telephony

THE COLLEGE OF THE CITY OF NEW YORK
139th Street and St. Nicholas Terrace

In coöperation with Western Union Telegraph Company, Western Electric Company, New York Telephone Company, American Telegraph and Telephone Company, Kellogg Switchboard & Supply Company, and Automatic Electric Company.

Subjects: Telegraphy; general telegraph equipment; construction and operation of various types of equipment.

Admission requirements: High school physics
October to February
February to June

2 evenings, 7:30-10:15

Subjects: Telephony; general telephone equipment; construction and operation of various types of equipment.

October to February
February to June

Fee: \$7.50, \$5 deposit
2 evenings, 7:30-10:15

Telegraphy and Wireless Telegraphy

PAINE UPTOWN BUSINESS SCHOOL
1931 Broadway

Subjects: Code receiving and sending.

Fee: \$15 per month for day course, \$15 for three months for evening course

Wireless Telegraphy and Telephony

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Theory and practice of radio communication. No instruction or practice in operating.

Admission requirements: A good training in mathematics, continuous current, and alternating current circuits and machines

Credit: 2 or 4 points

September 25 to February 4 or May 29

Fee: \$12 or \$24
Evenings, W. 7:30-9:20

COMMERCIAL SUBJECTS

Wireless Telegraphy

EAGLE AVIATION SCHOOL
110 West 42nd Street

Subjects: Theoretical and practical work on key, buzzer, and lamp. Should enable student to prepare for government license.

2 months, beginning any time

Fee: \$35
Mornings, M. Tu. W. Th. F. 9-12, or
Afternoons, 2-5, or Evenings, 8-11

Wireless Telegraphy

HUNTER COLLEGE
Park Avenue and 68th Street

Subjects: Theoretical grounding in electricity, mechanics of the instruments, receiving and sending code messages. Course prepares for first grade license.

Credit: Certificate

September 30 to January 31

February 3 to May 31

Fee: \$30
Evenings, M. Tu. W. Th. F. 7-9

Special day courses arranged; also advanced work for those who want to proceed to radio engineering

Wireless Telegraphy

MARCONI INSTITUTE
25 Elm Street

Subjects: Primary and secondary cells, the theory of dynamos and motors, the special phenomena of alternating current circuits, the design, construction, and operation of motor-generators, including the dynamotor, rotary converter, hand and automatic motor starters, the high-voltage transformer, the high voltage condenser, high frequency oscillation circuits in radio telegraphy, radiating circuits in radio telegraphy, aerials or antenna, the principles of resonance and tuning, fundamental receiving circuits, practical wireless measurements, undamped oscillation transmitters, undamped oscillation receivers.

Admission requirements: Age 16. At least a grammar school education, satisfactory references and American citizenship

Fee: \$15 per month in day classes, \$10 per month in evening classes
3 to 3½ months in day classes, 4 to 4½ months in evening classes

Beginning any time

Days, M. Tu. W. Th. F. 10-4:30
Evenings, 7:30-9:45

Wireless Telegraphy

YOUNG MEN'S CHRISTIAN ASSOCIATION
153 East 86th Street

Subjects: Electricity; electro-magnetic induction; transformers; motors; generators; capacity; inductances; methods of producing damped and undamped waves; their transmission and reception; auxiliary apparatus; measurements of capacity, inductance, wave length and damping of oscillatory circuits; a study of all systems of wireless and the wiring of all radio apparatus. Methods of handling radio business, U. S. radio laws, message form abstracts, logs, abbreviations. Code classes. Course prepares for government license.

Credit: Diploma

4 months, beginning any time

See also Corporation Schools under Industry and Trades

Fee: \$50. Monthly rate, \$15
Mornings, M. Tu. W. Th. F. 10-1

ECONOMICS

Current Economic Theory

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Types of current economic theory: A critical discussion of the various types of economic theory differentiated in recent years: what the troubles are conceived to be, what is taken for granted, how the problems are attacked, what results are attained, the serviceability of the several types for theoretical and practical ends.

Credit: 3 or 6 points
September 25 to February 4
February 5 to May 29

Fee: \$18 or \$36
Afternoons, M. W. 4:10-5

Subjects: War and economic dynamics. This course is given for a period of about six weeks some time during the Spring session.

Credit: 1 points
February 5 to May 29

Fee: \$6
Afternoons, Tu. Th. 4:10-5

Economics

ADELPHI COLLEGE
Lafayette Avenue, Brooklyn

Subjects: Economic problems. Special attention is devoted to the subject of taxation and municipal economics.

Admission requirements: A beginning course in economics
Credit: 3 points
February 4 to June 1

Fee: \$15

Subjects: The economics of distribution. Advanced course.

Credit: 3 points
February 4 to June 1

Fee: \$15

Economic Problems

TEACHERS COLLEGE
525 West 120th Street

Subjects: The worker and the community. Problems of work and livelihood from the personal point of view as to contact between the individual and the economic situation. Conditions which make for personal efficiency in the producer and for a satisfactory living for the consumer.

Credit: 2 points
February 5 to May 29

Fee: \$13
Afternoons, M. W. 2:10-3

Economic Studies

NEW YORK UNIVERSITY
Washington Square

Subjects: Causes and effects of the rise and fall of prices. The effect of federal and state taxation, and of public loans on prices and industry. Interest. The effect of the war upon the supply and demand of capital. Statistics concerning the distribution of wealth and income and the interpretation thereof. The relation of accounting, statistics, and law to economics.

Credit: 4 points
September 25 to February 1
February 1 to May 31

Fee: \$24
Evenings, W. 5:15-7

European Trade and Industry

NEW YORK UNIVERSITY
Washington Square

ECONOMICS

Subjects: Practical information about the conditions of the different branches of the economic life of each country considered, its trade relations with other countries; methods of trade, tariffs, transportations, banking, currency, industrial and commercial laws, trade marks, taxes, social and political conditions as effecting the economic life, and especially the trade relations with other countries.

Credit: 4 points
September 25 to February 1
February 1 to May 31

Fee: \$24
Evenings, Th. 6-7:45

Fiscal and Industrial History of the United States

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Survey of national legislation on currency, finance, and taxation, including the tariff, together with its relations to the general state of industry and commerce.

Credit: 3 points
September 25 to February 3

Fee: \$18
Afternoons M. W. 3:10-4

Income Tax Procedure

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: A consideration of the technical problems arising from the imposition of the federal taxes on incomes and excess profits.

Credit: 2 points
September 25 to February 4

Fee: \$12
Evenings, Tu. 7:40-9:30

Industries and Resources of the United States

THE COLLEGE OF THE CITY OF NEW YORK
St. Nicholas Terrace and 139th Street

Subjects: A survey of business in the United States based upon the work of the federal bureaus and commissions, the courts, national and local chambers of commerce, and trade associations. Typical industries will be followed from the production of the raw material until the marketing of their finished product.

Credit: 3 points
February to June

Fee: \$7.50 Free to matriculated students
3 hours per week

Labor Problems

NEW YORK UNIVERSITY
Washington Square

Subjects: Causes, origin and development, and justification of the modern social unrest; the most important proposals of reform.

Credit: 4 points
September 25 to February 1
February 1 to May 31

Fee: \$24
Evenings, W. 7:45-9:45

Subjects: Seminar in labor; a study of modern wage systems.

Admission requirements: Consent of the instructor

Credit: 4 points
September 25 to February 1
February 1 to May 31

Fee: \$24
Evenings, Th. 6-7:45

The Marketing of Manufactured Products

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Problems involved in the distribution of manufactured

ECONOMICS

products; market analysis, marketing organizations and methods, the functions of advertising, private brands, price problems and maintenance, etc.

Credit: 2 points
February 5 to May 29

Fee: \$12
Evenings, Tu. 7:40-9:30

Railway Traffic and Rates

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Organization and service of the traffic department. Systems of rates and fares. Accounting of freight and passenger revenues. Traffic problems.

Credit: 3 points
September 25 to February 4 or
February 5 to May 29

Fee: \$18
Evenings, W. 5:20-7

Subjects: Railway rate problems. Critical examination of rate structures and decisions of commissions and courts on rate questions.

Credit: 3 points
February 5 to May 29

Fee: \$18
Afternoons, Tu. 4:10-5:50

Statistics

BARNARD COLLEGE
Morningside Heights

Subjects: Principles and methods of statistics.

Credit: 2 points
February 5 to May 29

Fee: \$20
Mornings, M. W. 11-12

Subjects: Social statistics.

Admission requirements: A course in economics
Credit: 2 points
February 5 to May 29

Fee: \$20
Mornings, Tu. Th. 10-11

Statistics

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Elementary principles of statistics and their application. How to gather, present and interpret statistical data. Averages, index numbers, measures of variation and correlation. Laboratory work.

Credit: 3 points
February 5 to May 29

Fee: \$18
Evenings, W. 7:40-9:30

Subjects: Social statistics. Elements of statistical theory that are useful in the analysis of social problems. Organization of investigation, analysis of material and methods of presentation. The course is intended to provide the student with the fundamental tools for sociological research of a statistical nature and for social investigation.

Credit: 3 or 6 points
September 25 to February 4
February 5 to May 29

Fee: \$18 or \$36
Evenings, Tu. Th. 7:40-9

Subjects: Business statistics. Elements of statistics which will enable the business man to understand current published statistics, and to apply statistical methods to his individual business.

Credit: 2 or 4 points
September 25 to February 4
February 5 to May 29

Fee: \$12 or \$24
Evenings, M. W. 5:30-6:20

Subjects: Mathematics of statistics. The range of applicability of

ECONOMICS

the statistical method. Fundamental assumptions underlying the several theories and methods. Such algebraic topics as are necessary to the study of the elements of the theories of probability, errors, etc.

Credit: 3 or 6 points
September 25 to February 4
February 5 to May 29

Fee: \$18 or \$36
Afternoons, M. W. 4:45-6

Subjects: Principles and methods of statistics.

Admission requirements: Approval of the instructor

Credit: 2 or 4 points
September 25 to February 4
February 5 to May 29

Fee: \$12 or \$24
Mornings, M. 10-11:50
Afternoons, Tu. 1:10-3 or F. 4:10-6

Statistics

NEW YORK UNIVERSITY
Washington Irving High School

Subjects: War service training course; elementary principles of statistics, and methods of graphic presentation.

September 23 to January 14
February 1 to May 31

Fee: \$12
1 evening per week, 5:30-6:30

Subjects: Elements of statistical methods. History, development and definition of the science. Analysis and study of the technique of social statistics, financial statistics and statistics of commerce and industry.

Credit: 4 points
September 25 to February 1
February 1 to May 31

Fee: \$24
Evenings, W. 6-7:45

Subjects: Economic statistics; an account of the measurable factors in the economic life of modern nations.

Admission requirements: Open only to advanced students

Credit: 4 points
September 25 to February 1
February 1 to May 31

Fee: \$24
Evenings, W. 6-7:45

Women in Gainful Occupations

BARNARD COLLEGE
Morningside Heights

Subjects: A study of the economic position of women in commercial and professional pursuits.

Admission requirements: A course in economics

Credit: 3 or 6 points
September 25 to February 4
February 5 to May 29

Fee: \$30 or \$60
Mornings, M. W. F. 10-11

Women in Gainful Occupations

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: A study of the economic position of women in commercial and professional pursuits. Lectures and discussions will be combined with approximately 6 hours of field work under the direction of the Information Department of the Intercollegiate Bureau of Occupations.

Admission requirements: Open only to college graduates

Class limited to twelve
Credit: 3 points
February 5 to May 29

Fee: \$18
Evenings, M. 7:30-9:30

HOUSEHOLD ECONOMICS

DIETETICS AND NUTRITION

Dietetics

BALLARD SCHOOL, CENTRAL BRANCH, Y. W. C. A.
610 Lexington Avenue

Subjects: Preparation of food for convalescents and children. Caloric value of foods.

10 two-hour lessons beginning September 30
Morning and afternoon classes, W. and Th. *Fee:* \$12

Dietetics

TEACHERS COLLEGE
525 West 120th Street

Subjects: The requirements of the individual in health and disease throughout infancy, childhood, adolescence, adult life and old age in the light of the chemistry and physiology of digestion. The energy value of food, the nutritive value of proteins, fats, and carbohydrates, ash constituents.

Admission requirements: A course in chemistry and in the technology of cooking
Credit: 4 points *Fee:* \$24
September 25 to February 4 or Mornings, M. and F. or
February 5 to May 29 Tu. and Th. 9-11:50
A special section for graduate students only

Subjects: Lectures on dietetics.

Admission requirements: Open to graduate students who have completed laboratory courses in dietetics
Credit: 2 points *Fee:* \$12
September 25 to February 4 or Mornings, M. and F. or
February 5 to May 29 Tu. and Th. 9-10:30

Food Economics

TEACHERS COLLEGE
525 West 120th Street

Subjects: Elementary course; functions and nutritive values of foods, feeding of families and larger groups with particular reference to nutritive requirements and the cost of food in relation to the family budget.

Admission requirements: An elementary course in cookery
Credit: 2 points *Fee:* \$12
September 25 to February 4 or Mornings, S. 9-11:50
February 5 to May 29

Nutrition and Food Economics

TEACHERS COLLEGE
525 West 120th Street

Subjects: Methods of establishing a quantitative basis in dietetics. Problems in adaptation of diet to disorders of nutrition.

Admission requirements: A course in dietetics as prerequisite or parallel, or courses in organic chemistry and biology
Credit: 2 points *Fee:* \$12
February 5 to May 29 Afternoons, F. 2:10-4

Subjects: Laboratory methods in nutrition. Practical experience with some of the more common methods of investigating the nutritive value of foods; preparation for more advanced work in the chemistry and economy of human nutrition.

Admission requirements: Quantitative analysis
Credit: 4 points *Fee:* \$24
September 25 to February 4 or Mornings, W. S. 9-11:50
February 5 to May 29

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Subjects: Practicum in nutrition and food economics. Recent advances in the science of nutrition. Training for independent work.

Admission requirements: Open to qualified graduate students

Credit: 3 or 6 points
September 25 to February 4
February 5 to May 29

Fee: \$18 or \$36
Afternoons, W. 4:10-6

Subjects: Investigation in nutrition or food economics. Work, admission and hours to be arranged with instructors.

Credit: 4 points
September 25 to February 4—February 5 to May 29

Fee: \$24

EXTENSION WORK

Home Economics For Family Visitors

TEACHERS COLLEGE
525 West 120th Street

Subjects: Home-making problems of small income families and methods of helping such families to live according to better standards with reference to food, clothing, housing, housekeeping and child care. Methods of increasing household thrift by budget planning and supervision. Course planned for students interested in city extension work, public health work, social work.

Credit: 2 points
September 25 to February 4 or
February 5 to May 29

Fee: \$12
Mornings, M. W. 9-10

Subjects: Field work in family visiting in connection with recognized social agencies for the purpose of acquainting the students with actual home-making problems.

Credit: 1 point
September 25 to February 4 or
February 5 to May 29

Fee: \$6
Hours to be arranged

Household Art For Rural Extension Workers

TEACHERS COLLEGE
525 West 120th Street

Subjects: Required courses: educational psychology; teaching household arts in rural communities; rural sociology and economics. Electives from the fields of foods and cookery, nutrition, textiles and clothing, chemistry, bacteriology, hygiene, administration and nursing. Total 54 points.

Admission requirements: 2 years of college work
Credit: B. S. degree and diploma
2 years, beginning September 25 or February 5

Fee: \$6 per point

FOODS AND COOKERY

Catering

TEACHERS COLLEGE
525 West 120th Street

Subjects: Problems connected with tea rooms and catering establishments.

Admission requirements: Courses in the principles of cookery, home cookery and table service, and in large quantity cookery

Credit: 3 points
September 25 to February 4 or
February 5 to May 29

Fee: \$18
Afternoons, Tu. Th. 2:10-5

HOUSEHOLD ECONOMICS

Cookery

TEACHERS COLLEGE
525 West 120th Street

Subjects: Technology of cookery, a systematic introduction to the principles and processes and food materials involved in cookery. Lectures may be taken separately.

Admission requirements: General chemistry, prerequisite or parallel
Credit: 2 points *Fee:* \$12
September 25 to February 4 or Afternoons, M. W. F. or Tu. W. Th. 1:10-2
February 5 to May 29

Subjects: Elements of cookery. A general survey of elementary principles.

Admission requirements: Technology of cookery as prerequisite or parallel
Credit: 3 points *Fee:* \$18
September 25 to February 4 or Afternoons, M. W. or Tu. Th. 2:10-5
February 5 to May 29

Subjects: Principles of cookery. A working knowledge of general principles.

Admission requirements: Elementary chemistry, physics, and cookery
Credit: 3 points *Fee:* \$18
September 25 to February 4 or Various morning and afternoon sessions
February 5 to May 29

Subjects: Application of the principles of cookery to a wide range of food materials.

Admission requirements: A course in the principles of cookery
Credit: 3 points *Fee:* \$18
September 25 to February 4 or Mornings, M. F. or Tu. Th. 9-11:50
February 5 to May 29

Subjects: Lecture demonstrations in cookery. The more complicated processes of cookery. Comparisons of conservation dishes with the old standards.

Admission requirements: Elementary courses in cookery as prerequisite or parallel
Credit: 3 points *Fee:* \$18
September 25 to February 4 or Mornings, M. F. 9-11:50
February 5 to May 29

Subjects: Experimental cookery. An introduction to research work. Quantitative experimental work in various problems in the field of cookery. This course may be followed by research in cookery.

Admission requirements: Previous courses in cookery
Credit: 4 points *Fee:* \$24
September 25 to February 4 or Mornings, Tu. Th. 9-11:50 or
February 5 to May 29 W. 9-11:50 and F. 2:10-5

Subjects: Problems in cookery. Work planned with reference to individual needs.

Admission requirements: Open to graduate students. Elementary courses in cookery and physical sciences as prerequisite
Credit: 4 or 8 points *Fee:* \$24 or \$48
September 25 to February 4 Hours to be arranged
February 5 to May 29

Cookery For Invalids

TEACHERS COLLEGE
525 West 120th Street

Subjects: Fundamental processes of food preparation applied to the

HOUSEHOLD ECONOMICS

preparation and serving of dishes for the sick and convalescent. Must be combined with a course in nutrition and food economics.

Admission requirements: A course in the principles of cookery and chemistry
Credit: 2 points
September 25 to February 4 or *Fee:* \$12
February 5 to May 29 Mornings, W. 9-11:50

Demonstration Cookery

TEACHERS COLLEGE
525 West 120th Street

Subjects: Practice in public lectures and demonstrations such as are useful for general teaching and also for instruction in farmers' institutes, women's clubs, settlements and extension work.

Admission requirements: Courses in cookery are prerequisite
Credit: 3 points
September 25 to February 4 or *Fee:* \$18
February 5 to May 29 Mornings, Tu. Th. 9-11:50

Foods and Cookery

TEACHERS COLLEGE
525 West 120th Street

Subjects: General courses; English, modern language, history, hygiene, science, physical training, and other general subjects to make a total of 45 points. Technical courses: Technology of cookery, principles of cookery, home cookery and table service, lecture demonstrations in cookery, large quantity cookery, practice in demonstration cookery, catering, history of cookery, experimental cookery, chemistry, physics, nutrition, administration, electives to make a total of 124 points.

Admission requirements: Examination or certificate from approved secondary school, or credentials from the Education Department of the State of New York
Credit: B. S. degree
4 years, beginning September 25 or February 5 *Fee:* \$6 per point

Food Economy in War Time

HUNTER COLLEGE
Park Avenue and 68th Street

Credit: 1 point
September 30 to January 31 *Fee:* \$2.50
February 3 to May 31 Late afternoons, 1 hour each week

Large Quantity Cookery

TEACHERS COLLEGE
525 West 120th Street

Subjects: Practice in handling materials in large quantities for the large family or for small and large institutions, as hospitals, sanitarium, college dormitories, restaurants, etc. Some practice in planning and serving of luncheons of varying costs to small groups, as an introduction to larger work. The problem of minimum cost luncheons will be considered with reference to the demand of cafeteria, factory and school.

Admission requirements: Courses in the principles of cookery and home cookery
Credit: 4 points
September 25 to February 4 or *Fee:* \$24
February 5 to May 29 Mornings, Tu. Th. 9-11:50
Evenings, M. W. 7-9:50

War Time Cooking

BALLARD SCHOOL, CENTRAL BRANCH, Y. W. C. A.
610 Lexington Avenue

Subjects: Economic buying and serving; use of substitutes as the

HOUSEHOLD ECONOMICS

market and war needs demand; attractive ways of serving left-overs.

9 lessons beginning September 30 and repeated thereafter
Fee will vary with the cost of foodstuffs

Subject: Wheatless and Wheat-saving Bread and Cake.

4 lessons beginning September 30
and repeated thereafter

Fee: \$5
Day and evening classes

HOUSEHOLD AND INSTITUTIONAL ADMINISTRATION

Home Administration

BALLARD SCHOOL, CENTRAL BRANCH, Y. W. C. A.
610 Lexington Avenue

Subjects: Care of household, care and selection of equipment and furnishing, work schedules and budgets, selection and care of food.
15 lectures, beginning November 6

Fee: \$15
Afternoons, W. 2:30-4:30

Institutional Administration

TEACHERS COLLEGE
525 West 120th Street

Subjects: Institutional housekeeping, institution planning, institutional laundering, institution food departments, accounting and office management, problems in organization and administration, economic science, chemistry, large quantity cookery, sanitary science, and electives to make a total of 60 points.

Admission requirements: 2 years of college work
Credit: B. S. degree
2 years, beginning September 25 or February 5

Fee: \$6 per point

Subjects: Graduate work with major in administration.
Credit: Master of Science degree

Subjects: Institutional housekeeping. Methods and equipment in the various types of institutions. Observation in different city institutions, dormitories, cafeteria, clubs and school lunch rooms.

Admission requirements: A course in household administration
Credit: 3 points
September 25 to February 4 or
February 5 to May 29

Fee: \$18
Mornings, M. Tu. W. Th. or F. 10-2

Subjects: Institution planning; hospitals, cafeteria, clubs and school dormitories. Factors in construction common to all; service departments, kitchens, accessory offices, laundries, planning and structural equipment. Special attention to hospital problems.

Credit: 2 points
February 5 to May 29

Fee: \$12
Afternoons, F. 2:10-4

Subjects: Institutional laundering; planning, equipment and methods of management.

Admission requirements: A course in domestic laundering as prerequisite or parallel
Credit: 2 points
September 25 to February 4 or
February 5 to May 29

Fee: \$12
Mornings, Th. 9-11:50

Subjects: Institution food departments. Planning and equipment of institutional kitchens and accessory dining and lunch rooms; buying food supplies for institutions; contracts; ethics in buying for institutions; grades and quality; cost in relation to season. Dietaries for

HOUSEHOLD ECONOMICS

school lunch rooms, restaurants, college dormitories, hospitals, and asylums; forms of meal service for institutions.

Credit: 2 points
September 25 to February 4 or
February 5 to May 29

Fee: \$12
Mornings, W. 10-11:50

Subjects: Institution furnishing and supplies.

Credit: 2 points
September 25 to February 4 or

Fee: \$12
Afternoons, W. 2:10-4

Subjects: Problems in organization and administration. Advanced course.

Admission requirements: A course in institutional housekeeping and institution food departments

Credit: 2 points
September 25 to February 4 or
February 5 to May 29

Fee: \$12
Mornings, W. 10-11:50

Subjects: Special problems in administration for graduate students.

Credit: 2 or 4 points
September 25 to February 4
February 5 to May 29

Fee: \$12 or \$24
Hours to be arranged

Institutional Household Science

PRATT INSTITUTE
215 Ryerson Street

Subjects: Chemistry, physiology, house furnishing, principles of cookery, dietetics, large quantity cookery, serving, laundering, physical education, hygiene, sanitation, diet for children, diet for invalids, marketing, institutional problems, bacteriology, fancy cookery, dietetics for families, care of the house.

Admission requirements: Personal suitability for the work. Age 25 to 50 (occasional exceptions for younger and older applicants)

Credit: Certificate. Students are required to do three months' probationary professional service in an institution before the certificate is granted. Those who have had successful professional experience before entering the school are exempt from the probationary service and receive their certificate at the commencement in June after satisfactory completion of the course.

September 25 to June 20

Fee: \$93 and Laboratory fee, \$25

INDUSTRY AND TRADES

CONTINUATION CLASSES

Continuation Classes

The Division of Vocational Activities of the New York City Department of Education maintains a certain number of continuation classes for persons who are employed in industry. Some classes receive instruction designed to increase the skill of the workers, while others receive instruction planned to remedy defects in education. The number of hours per week which a pupil spends in class varies from four to ten. The number of classes authorized changes frequently as these classes are organized as the occasion demands; therefore the following list of places at which these classes are held may not remain authentic:

ABRAHAM & STRAUSS
422 Fulton Street, Brooklyn

AGUILAR LIBRARY
174 East 110th Street

ATLANTIC COMB WORKS
16 East 38th Street

HENRI BENDEL
10 West 57th Street

BEST & COMPANY
5th Avenue and 35th Street

BLOOMINGDALE BROTHERS
59th Street and 3rd Avenue

BOORUM & PEASE
109 Leonard Street

BRONX HOUSE
1637 Washington Avenue

EDUCATIONAL ALLIANCE
197 East Broadway

GIMBEL BROTHERS
Broadway and 33rd Street

L. P. HOLLANDER
550 5th Avenue

INTERNATIONAL HANDKERCHIEF COMPANY
Willow Avenue and 137th Street

FREDERICK LOESER & COMPANY
484 Fulton Street, Brooklyn

LORD & TAYLOR
5th Avenue and 38th Street

R. H. MACY & COMPANY
Broadway and 34th Street

JAMES MCCREERY & COMPANY
5 West 34th Street

A. I. NAMM
452 Fulton Street, Brooklyn

NEW YORK PUBLIC LIBRARY
5th Avenue and 42nd Street

PUBLIC SCHOOL 3
116 Henry Street

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PUBLIC SCHOOL 34

Broome and Sheriff Street

PUBLIC SCHOOL 93

Broome and Ridge Streets

PUBLIC SCHOOL 109

Dumont Avenue, Powell and Sackman Streets, Brooklyn

PUBLIC SCHOOL 7

Chrystie and Hester Streets

PUBLIC SCHOOL 65

Eldridge and Forsyth Streets, south of Hester Street

TREMONT MILLS

Parker Avenue and Itner Place

BERNHARD ULLMANN

107 Grand Street

YOUNG WOMEN'S HEBREW ASSOCIATION

31 West 110th Street

COOPERATIVE COURSE

Cooperative Course

A student at the Washington Irving High School, 40 Irving Place, may arrange to take a cooperative course in which she spends one week in school, and the next week she is regularly employed in industry, doing work for which she is paid. She alternates in this way throughout the year, or is employed for the whole time during the summer. The course of study she pursues in school is as follows:

Subjects: First year: English, mathematics, general science including physiology, drawing, technology—theory and practice, physical training, music. Second year: English, mathematics, chemistry, social sciences, drawing, technology—theory and practice, physical training, music. Third year: English, mathematics, physics, social sciences, drawing, technology—theory and practice, physical training. Fourth year: English, physics, business practice and elementary bookkeeping, applied electricity, drawing, technology—theory and practice, physical training.

Such students are employed in machine shops, chemical plants, power plants; also in drafting, printing, telegraphy, business.

Admission requirements: Graduation from grammar school.

4 years, beginning September 9 or February 4

5 hours daily

CORPORATION SCHOOLS

Corporate Schools (Administration of)

NEW YORK UNIVERSITY

Washington Square

Subjects: Course designed to train directors of educational work among the employees of corporations.

Credit: 4 points

September 25 to February 1

February 3 to May 31

Fee: \$24

Evenings, Tu. 7:45-9:45

Corporation Schools

The following corporations maintain schools to train their employees for greater efficiency in their work.

AMERICAN TELEPHONE AND TELEGRAPH COMPANY

15 Dey Street

Subjects: Switchboard operating, English, office practice.

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EQUITABLE BUILDING

120 Broadway

Subjects: French and Spanish.

W R. GRACE & COMPANY

7 Hanover Square

Subjects: Bookkeeping, English, Spanish, commercial geography with special reference to South America.

METROPOLITAN LIFE INSURANCE COMPANY

1 Madison Avenue

Subjects: Stenography, typewriting, business English.

NATIONAL CITY BANK

65 Wall Street

Subjects: Gregg and Pitman stenography, typewriting, English, banking, bookkeeping, credit, foreign exchange, international trade, commercial geography, French, Spanish, Italian and Russian.

NEW YORK EDISON COMPANY

Irving Place and 15th Street

Subjects: Mechanics and heat, electricity, electrical apparatus, commercial courses, accounting, elementary psychology.

POSTAL TELEGRAPH COMPANY

253 Broadway

Subjects: Telegraph operating.

WESTERN ELECTRIC COMPANY

195 Broadway

Subjects: Training courses in clerical work, drafting, electrical engineering, shop work, inspection.

WESTERN UNION TELEGRAPH COMPANY

24 Walker Street

Subjects: Automatic telegraphy, telephone telegraphy, Morse telegraphy.

Vestibule Schools

The following industries in New York have established vestibule schools or school shops in which a brief training, varying in length from a few days to a few weeks, is given, designed to familiarize the operatives with the tools and machines they are to handle.

E. W. Bliss Company, Brooklyn

Ford Instrument Company, New York

Wright-Martin Aircraft Corporation, Long Island City

FACTORY ENGINEERING AND MANAGEMENT

Factory Engineering and Cost Reduction

NEW YORK UNIVERSITY

Washington Square

Subjects: Practical engineering and management problems, incidental to efficient plant preparation.

Credit: 4 points

September 25 to February 1

February 3 to May 31

Fee: \$24

Mornings, F. 11-1 or

Evenings, F. 7:45-9:45

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Subjects: Labor management. In reducing cost and increasing output the labor is often found to be the largest single item of expense and the labor element difficult to handle. The problems thus involved are studied in this course.

Credit: 4 points
September 25 to February 1
February 3 to May 31

Fee: \$24
Evenings, Th. 6-7:45

Subjects: Factory organization; plan, equipment, departmental operations, accounting and statistical reports of a manufacturing organization. The commercial and not the technical point of view is emphasized.

Credit: 4 points
September 25 to February 1
February 1 to May 31

Fee: \$24
Evenings, W. 6-7:45

Factory Management, The Principles and Practices of

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Principles underlying the successful management of factories and the practices of representative industries in the conduct of planning departments, tool rooms, drafting rooms, store rooms, purchasing and sales departments. The problem of wage payments, costs of production and methods of cost finding and estimating are dealt with.

Credit: 3 or 6 points
September 25 to February 4
February 5 to May 29

Fee: \$18 or \$36
Evenings, M. 7-9

Personnel Management, Problems of

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: This course is especially designed for those who are training for or engaged in the work of dealing with employees in stores and factories. It will deal primarily with the problems that center about the maintenance of an efficient and willing working force.

Credit: 3 points
February 5 to May 29

Fee: \$18
Evenings, F. 7:30-9:20

War Emergency Course in Employment Management

TRAINING SCHOOL FOR PUBLIC SERVICE OF THE BUREAU OF MUNICIPAL RESEARCH
261 Broadway

Subjects: The Bureau of Municipal Research, in cooperation with the Employment Management Division of the War Industries Board, will give a six weeks' course in employment management, beginning some time in November and continuing into December. Applications may be made at any time to the Bureau of Municipal Research, 261 Broadway, or to the Employment Management Division of the War Industries Board, 717 Thirteenth Street, Washington, D. C.

MECHANICS AND ENGINEERING

Aeroplane Mechanics

THE COLLEGE OF THE CITY OF NEW YORK
St. Nicholas Terrace and 139th Street

Subjects: First course; a lecture and laboratory course dealing with the theory of flight, the construction of aeroplanes and their opera-

INDUSTRY AND TRADES

tion. The laboratory is equipped with two complete, modern planes and all necessary parts of planes used in demonstration and instruction. It is the introductory course for those who wish to familiarize themselves with aeroplane construction and operation and to qualify for service in production factories or at the front.

8 weeks, beginning October 1 and repeated thereafter *Fee:* \$10
2 evenings a week

Subjects: Advanced course; continuation of matters introduced in the first course with more technical details. Persons completing this course should be qualified to enter production service.

8 weeks, beginning October 1 and repeated thereafter 2 evenings a week

Subjects: Aeroplane design; an advanced course for students who have completed aeroplane mechanic courses and who are prepared in trigonometry. It covers the theory and practice of aeroplane designing.

8 weeks, beginning October 1 and repeated thereafter *Fee:* \$10
2 evenings a week

Aeroplane Mechanics

EAGLE AVIATION SCHOOL
110-114 West 42nd Street

Subjects: Fundamental detail of aeroplane construction; basic preparation for airplane designers, builders, assemblers, repairmen, inspectors, mechanics, contractors, instructors and testers.

6 weeks, beginning any Monday *Fee:* \$60
Mornings, afternoons or evenings, 3 hours daily

Automobile Driving and Care

Short courses in automobile driving and in the mechanism, care and repair of automobiles are offered as follows:

ATKINSON AUTOMOBILE SCHOOL
236 West 50th Street

10 weeks, beginning any time *Fee:* \$55
Mornings, W. S. 9:30-12:30

COSMOPOLITAN AUTOMOBILE SCHOOL
231 West 50th Street

6 weeks, beginning any time *Fee:* \$35
3 hours, 2 days per week

A tractor course for women, including farm demonstration, mechanics and driving. Details to be arranged.

FIFTH AVENUE AUTOMOBILE SCHOOL
419 Lexington Avenue

10 lessons *Fee:* \$25
Mornings, afternoons or evenings, 2 hours daily

THE NEW WAY AUTOMOBILE SCHOOL
872 Willoughby Avenue, Brooklyn

6 weeks, beginning any time *Fee:* \$45
Afternoons, Tu. F. 1:30-3

THE STEWART AUTOMOBILE SCHOOL
225 West 57th Street

5 or 10 weeks, beginning any time *Fee:* \$65
Mornings, afternoons, evenings
2 or 4 lessons a week

WEST SIDE Y. M. C. A. AUTOMOBILE SCHOOL
40 West 66th Street

4 weeks, beginning any time *Fee:* \$65
3 hours, 2 days each week

INDUSTRY AND TRADES

Electrical Engineering

THE BROOKLYN EVENING TECHNICAL AND TRADE SCHOOL
7th Avenue, Brooklyn

Subjects: A three-year course.

First year; elementary algebra and geometry.

Second year; applied physics, covering mechanics, heat, elementary electricity and magnetism, light.

Third year; motors and generators, their design and construction, the use of testing instruments, problem work, laboratory work.

Admission requirements: Graduation from grammar school and employment in the trade.

Credit: Diploma *Fee:* None
60 evenings, beginning September 16 Evenings, M. W. or Tu. Th. 7:45-9:45

Subjects: Electrical equipment of automobiles; the principles involved in, and the construction of, the usual electrical equipment of the automobile including generators, motors and magnetos, electric self-starters, measuring instruments, storage batteries, etc.

Admission requirements: Graduation from grammar school and employment in the trade

Credit: Certificate *Fee:* None
60 evenings, beginning September 16 Evenings, M. W. or Tu. Th. 7:45-9:45

Electrical Engineering

NEW YORK ELECTRICAL SCHOOL
39 West 17th Street

Subjects: Bookkeeping, cost keeping, estimating, drafting, illuminating engineering, motors and generators, direct and alternating current practice, transportation systems, storage batteries, electric commercial vehicles, armature winding, testing, telegraph, telephone, wireless telegraph, etc.

Credit: Certificate
Beginning any time

Fee: \$150
Days, M. Tu. W. Th. F. 9-4
Evenings, M. Tu. W. Th. 7-9

Machine Shop Work

THE BROOKLYN EVENING TECHNICAL AND TRADE SCHOOL
7th Avenue, Brooklyn

Subjects: A well-equipped machine shop gives the student an opportunity to gain familiarity with the common machines. The course is largely an individual one, depending upon the needs of the individual student. A short course is also offered in the dressing of tools for machinists.

Admission requirements: Graduation from grammar school and employment in the trade

Credit: Certificate *Fee:* None
60 evenings, beginning September 16 Evenings, M. W. or Tu. Th. 7:45-9:45

Motor Vehicle Design and Testing

COOPER UNION
Cooper Square

Subjects: Course designed for those who are engaged during the day in automobile construction or repair in testing departments, or garages and wish to obtain a more thorough knowledge of the construction and efficient operation of motor vehicles.

October to June

Laboratory fee: \$10
2 nights per week

INDUSTRY AND TRADES

Plan Reading and Estimating

THE BROOKLYN EVENING TECHNICAL AND TRADE SCHOOL
7th Avenue, Brooklyn

Subjects: A one-year course intended for contractor's clerks, mechanics and those engaged in any capacity in the building trade. The use of the slide rule will be taught, the calculation of quantities and the interpretation of the building code.

Admission requirements: Graduation from grammar school and employment in the trade

Credit: Diploma

60 evenings, beginning September 16

Evenings, M. W. or Tu. Th. 7:45-9:45

Fee: None

POWER SEWING MACHINE OPERATING

Power Sewing Machine Operating

MANHATTAN TRADE SCHOOL
Lexington Avenue and 22nd Street

Subjects: Machine operating, business arithmetic, English, design, textiles, civics, industrial problems, physical training.

Admission requirements: Age 14 years and graduation from elementary school, or age, 15 years and completion of 6B grade of elementary school.

1 or 2 years, beginning September 9 or February 4

Fee: None
Days, 9-5

Subjects: Machine operating or garment making.

Admission requirements: Open to those employed at any occupation during the day

60 nights, beginning September 16

Evenings, M. W. or Tu. Th. 7:30-9:30

Fee: None

Subjects: A short course for adults preparing for war industries, gas masks, cannon bags, uniforms, flags and other government work.

Length of course depends on individual progress
Beginning any time

Fee: None
Days, 9-5

PRINTING

Linotype Operating

THE BROOKLYN EVENING TECHNICAL AND TRADE SCHOOL
7th Avenue, Brooklyn

Subjects: Operation and care of the linotype machine

Admission requirements: Graduation from grammar school or equivalent. A knowledge of printing is a prerequisite of this course

Credit: Certificate

60 evenings, beginning September 16

Evenings, M. W. or Tu. Th. 7:45-9:45

Fee: None

Linotype Operating

EMPIRE LINOTYPE SCHOOL
133 East 16th Street

Subjects: Practical work on linotype machine. Operation, construction and care.

12 weeks, beginning any time

Complete course, 6 months, *Fee:* \$150

Fee: \$80

INDUSTRY AND TRADES

Printing

THE BROOKLYN EVENING TECHNICAL AND TRADE SCHOOL
7th Avenue, Brooklyn

Subjects: A two-year course in printing and typesetting. Practice in book and job composition, imposition, press work and proofreading.

Admission requirements: Graduation from grammar school or equivalent and employment in the trade

Credit: Diploma

60 evenings, beginning September 16

Fee: None
Evenings, M. W. or Tu. Th. 7:45-9:45

Printing

THE COLLEGE OF THE CITY OF NEW YORK
St. Nicholas Terrace and 139th Street

Subjects: Technical course in proofreading and printing practice, proofreaders' marks, galley proofreading, reading and criticism of commercial work, consistency and style, consulting reference work, imposition and margins, page proof, electrotyping, foundry reading, engravings, stone proofs, the dummy, press proofs, lithography, offset and letter press printing, paper, ink and cuts, newspaper proofreading, final reading of magazines.

October 1 to February 10
February 10 to June 2

Fee: \$10
Evenings, S. 7:30-9:18

Subjects: Executive course in copy-editing, typography and proofreading. History and development of printing, types and type faces, commercial work, advertising, the catalogue, book, trade journal, magazine, newspaper: preparation of copy, punctuation and capitalization, English in modern typography, dummies, specifications, etc., computation of states.

October 1 to February 10
February 10 to June 2

Fee: \$10
Evenings, S. 7:30-9:18

Printing

SCHOOL FOR PRINTERS' APPRENTICES OF NEW YORK
436 West 27th Street

Subjects: Typography; composition—book, job, advertising, tabular, register. Make up, casting of copy, layout, imposition, color harmony, hand lettering and design. English composition, grammar, spelling, punctuation, etc.

Admission requirements: Age 17. One years' experience in a shop. Employment as a printers' apprentice

Credit: Certificate

Length of course depends upon individual progress

October 1 to June 1

Fee: None
Afternoons, M. Tu. W. Th. F. 2:30-5:30 or
Evenings, 6:30-8:30

Proof Reading

STUYVESANT HIGH SCHOOL (evening)
15th and 16th Street, near 1st Avenue

Subjects: Preparation of copy, editorial work.

Admission requirements: Employment in the trade

60 nights, beginning September 16

Fee: None
Evenings, M. Tu. or W. Th.

Typography

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Proofreading and preparation of manuscript. Brief history

INDUSTRY AND TRADES

of typography. Practical explanation of present day methods. Different machine and hand-type setting. Correction and revision of galley, page and final proof. Special attention to all details of style. Spelling, punctuation, etc.

Credit: 2 points
September 25 to February 4

Fee: \$12
Afternoons, Th. 4:30-6:10

VOCATIONAL TESTING CLASSES

Vocational Testing Classes

The vocational testing classes have a three-fold purpose; (a) to provide extension training for unemployed workers, both industrial and commercial; (b) to test the aptitudes of workers, both commercial and industrial, sent to the rooms by non-commercial employment agencies; (c) to provide for vocational testing for public school children of the eighth grade.

During the year 1918-19 the Board of Education will maintain vocational testing classes as follows:

MANHATTAN TRADE SCHOOL
Lexington Avenue and 22nd Street

YOUNG WOMEN'S HEBREW ASSOCIATION
31 West 110th Street
Pupils enter at any time
Course, from 1 to 3 weeks

Fee: None
Hours, 9-4

LANGUAGES

LANGUAGES

Armenian

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Elementary grammar, reading, writing and speaking; exercises in dictation. Armenian speech with reference to the vernacular of Constantinople.

September 25 to February 4
February 5 to May 29

Fee: \$6 per term
Evenings, Tu. Th. 8-9

Bohemian

BERLITZ SCHOOL OF LANGUAGES
28 West 34th Street

Private lessons. Conversational method.

Day and evening

Fee: \$2 an hour

Chinese

BERLITZ SCHOOL OF LANGUAGES
28 West 34th Street

Private lessons. Conversational method.

Day and evening

Cantonese, 20 lessons, \$60
Mandarin, 20 lessons, \$100

Chinese

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Elementary course in the colloquial language (Mandarin dialect) especially for business men. Exercises in conversation and in the simpler characters.

February 5 to May 29

Fee: \$6
Evenings, Tu. F. 7:15-8:15

Danish

BERLITZ SCHOOL OF LANGUAGES
28 West 34th Street

Private lessons. Conversational method.

Day and evening

Fee: \$2 an hour

Danish-Norwegian

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Elementary grammar, reading, speaking, and writing.

February 5 to May 29

Fee: \$6
Afternoons, S. 3:10-4:50
Evenings, W. 7:10-8:50

Dutch

BERLITZ SCHOOL OF LANGUAGES
28 West 34th Street

Private lessons: Conversational method.

Day and evening
September 25 to May 29

Fee: \$2 an hour
Mornings, Tu. Th. 11-12

LANGUAGES

French

ADELPHI COLLEGE
Lafayette Avenue, Brooklyn

Subjects: Elementary course; thorough study of French grammar and syntax, dictations, translation from English into French, reading of easy modern prose, conversation.

Credit: 6 points

Fee: \$40

September 23 to June 6

Subjects: Intermediate course; conversation, reading, composition, review of grammar.

Credit: 3 or 6 points

Fee: \$20 or \$40

September 23 to February 4—February 4 to June 6

Subjects: Advanced conversation and composition and various courses in French literature.

Subjects: Rush courses arranged for in the extension department, classes meeting in the late afternoon and evening.

French

BALLARD SCHOOL, CENTRAL BRANCH, Y. W. C. A.
610 Lexington Avenue

Subjects: Elementary course.

50 lessons, beginning September 30

Fee: \$10
Evenings, M. W. 7:30-9

Subjects: Advanced course.

50 lessons, beginning October 1

Fee: \$10
Evenings, Tu. F., 7:30-9

French

BARNARD COLLEGE
Morningside Heights

Subjects: Composition, prose study, practice in syntax and idioms.

Credit: 4 points

Fee: \$40

French

BERLITZ SCHOOL OF LANGUAGES
28 West 34th Street

Subjects: Conversation based on familiar objects and developed logically by the association of ideas. Grammar introduced naturally and made clear and comprehensive.

Day and evening

Fees: In classes from 4 to 8 members,
2 lessons per week, 10 weeks, \$12

Prices graded according to number of weeks and lessons per week.
100 private lessons, \$100

French

BROOKLYN INSTITUTE OF ARTS AND SCIENCES
Lafayette Avenue, Brooklyn

Subjects: Elementary course. Uniting theory and practice in due proportion. Grammar, translation, composition, reading, practice in colloquial French.

Fee: \$15 to members of the Institute. \$18 to non-members
60 sessions, beginning October 2 Afternoons, W. F. 4:30-6

Subjects: Intermediate course. Grammar, translation, composition, reading and especially practical drills in every-day French conversation.

Fee: \$12 to members of the Institute. \$18 to non-members.
60 sessions, beginning October 2. Evenings, W. F. 8-9:15

LANGUAGES

Subjects: Advanced course: French idioms (recitations conducted in French), composition, introduction to French literature, dictation, letter writing, conversation.

Fee: \$6 to members of the Institute; \$7 to non-members
30 sessions, beginning October 3 Afternoons, Th. 4:15-5:45

Subjects: Course in spoken French and reading.

Fee: \$12 to members of the Institute; \$15 to non-members
60 sessions, beginning October 2 Mornings, W. F. 10:30-11:45

French

THE COLLEGE OF THE CITY OF NEW YORK
Commerce Building, 23rd Street and Lexington Avenue

Subjects: Conversation and commercial French, elementary and advanced.

October 1 to February 10
February 10 to June 2

Fee: \$7.50
3 evenings per week

French

COLUMBIA UNIVERSITY (in cooperation with the Museum of French Art)
Morningside Heights

Subjects: Elementary course in colloquial French.

September 25 to February 4
February 5 to May 29

Fee: \$2 each term
Evenings, Tu. F. 7:30-8:45

Subjects: Intermediate course in colloquial French. Conversation.

October 14 to January 17
February 10 to May 2

Fee: \$2 or \$6 each term
Evenings, M. Th. 7:15-8:15 or 8-9:15

Subjects: Advanced conversation based on nineteenth century literature.

October 14 to January 17
February 10 to June 2

Fee: \$6 each term
Evenings, M. Th. 8:25-9:40

French

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Elementary and intermediate courses with varying emphasis on pronunciation, reading, grammar, composition and conversation.

Credit: 2, 3 or 4 points each term
September 25 to February 4
February 5 to May 29

Fee: \$12, \$18, and \$24 each session
Morning, afternoon, and evening sessions

Subjects: Practical course and introduction to French literature. Composition, readings, and conversation.

Credit: 3 or 6 points
September 25 to February 4
February 5 to May 29

Fee: \$18 or \$36
Afternoons, Tu. F. 4:30-5:45

Subjects: Advanced composition and practice in speaking French.

Credit: 3 or 6 points
September 25 to February 4
February 5 to May 29

Fee: \$18 or \$36
Afternoons, M. Th. 4:30-5:45 or
Tu. F. 3:10-4:25

Subjects: Contemporary French writers, 1885-1918. Rapid reading and discussion of significant literature of the present day; talks on the

LANGUAGES

general tendencies of French thought before and during the war. Conducted in French.

Credit: 2 or 4 points
September 25 to February 4
February 5 to May 29

Fee: \$12 or \$24
Afternoons, M. 4:30-6:10

French

CORTINA ACADEMY OF LANGUAGES
12 East 46th Street

Subjects: Conversation based on familiar objects and incidents; business terms; terms used in travel; a brief trip through France; a survey of French literature. Phonograph records also available.

Day and evening

Fee: 100 private lessons, \$100
100 class lessons, \$40 to \$75

French

HARLEM BRANCH, YOUNG WOMEN'S CHRISTIAN ASSOCIATION
218 Lenox Avenue

Subjects: Beginning and advanced courses.

Fee: \$10

30 lessons, beginning any time

French

HUNTER COLLEGE
Park Avenue and 68th Street

Subjects: Elementary and conversation courses. Also introduction to French literature. Taught in French as far as possible.

Credit: 2 or 3 points per semester
September 30 to January 31
February 3 to May 31

Fee: \$5 or \$7.50 per semester
Evenings, Tu. Th. 7-8:20 or M. W. 8:25-9:45

French

NEW YORK CHAPTER, AMERICAN INSTITUTE OF BANKING
138 East 35th Street

Subjects: Beginning and advanced courses.

Fee: \$12

One year, beginning October 8

French

NEW YORK UNIVERSITY
Washington Square

Subjects: Elementary course which aims to give in a short time, a thorough knowledge of French grammar and of French commercial terms with a correct pronunciation. Class conducted in French.

Credit: 4 points
September 25 to February 1
February 1 to May 31

Fee: \$24
Evenings, Tu. 7:45-9:45

Subjects: Second year commercial French. This course is devoted to commercial correspondence. Models of all kinds of letters will be given; circulars, letters of recommendation, introduction and inquiry, letters concerning commercial transactions, proper forwarding of goods, letters of credit, etc.

Credit: 4 points
September 25 to February 1
February 1 to May 31

Fee: \$24
Evenings, Tu. 7:45-9:45

LANGUAGES

French

PACE INSTITUTE
30 Church Street

Subjects: Grammar and idioms; conversational method supplemented by outside study and written work. Special attention to the acquisition of a correct accent.

Applications received at any time *Fee:* \$14.60 per semester of 17 weeks
2 one-hour afternoon or evening sessions per week

French

STERN SCHOOL OF LANGUAGES
961 Madison Avenue

Subjects: Conversation and reading. Natural method. The study of the language proper is placed prominently in the foreground and the rules of grammar are gradually deduced.

Beginning any time *Fee:* \$15 for a course of 20 lessons
Full course, October to June, daily lessons, \$100

French

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF BROOKLYN
376 Schermerhorn Street, Brooklyn

Subjects: Elementary or advanced course in reading, grammar, translation and conversation.

30 lessons, beginning any time. *Fee:* \$12 for day class; \$10 for evening class
2 afternoons, 3-4 or 4-5; or 2 evenings, 7:30-8:30 or 8:30-9:30

French

YOUNG WOMEN'S HEBREW ASSOCIATION
31 West 110th Street

Subjects: Beginning and advanced classes.

October to January
January to May

Fee: \$5 per term
Evenings, M. or W. 8-9:45

Greek

BERLITZ SCHOOL OF LANGUAGES
28 West 34th Street

Subjects: Private lessons: Conversational method.
Day and evening

Fee: \$2 an hour

Hungarian

BERLITZ SCHOOL OF LANGUAGES
28 West 34th Street

Subjects: Private lessons: Conversational method.

Day and evening

Fee: \$2 an hour

Italian

ADELPHI COLLEGE
Lafayette Avenue, Brooklyn

Subjects: Elementary course; translation, dictation, reading and conversation.

Credit: 6 points
September 25 to June 6

Fee: \$30

LANGUAGES

Subjects: Intermediate course; practice in Italian prose, composition, conversation, reading.

Credit: 3 or 6 points

September 23 to February 4—February 4 to June 6

Fee: \$15 or \$30

Subjects: Various courses in Italian literature.

Extension course, October to May

Fee: \$15 for each half year
Afternoons, M. Th. 4:15-5:15

Italian

BALLARD SCHOOL, CENTRAL BRANCH, Y. W. C. A.
610 Lexington Avenue

Subjects: Elementary work.

50 lessons, beginning October 1

Fee: \$10
Evenings, Tu. F. 7:30-9

Italian

BARNARD COLLEGE
Morningside Heights

Subjects: General introduction to the Italian language and literature. Grammar and easy Italian text.

Credit: 6 points
September 25 to May 29

Fee: \$60
Afternoons, M. W. F. 1-2

Italian

BERLITZ SCHOOL OF LANGUAGES
28 West 34th Street

Subjects: Conversation based on familiar objects and developed logically. Grammar introduced naturally.

Day and evening

Fees: In classes from 4 to 8 members,
2 lessons per week, 10 weeks, \$12
Prices graded according to number of weeks and lessons per week.
100 private lessons, \$110

Italian

THE COLLEGE OF THE CITY OF NEW YORK
St. Nicholas Terrace and 139th Street

Subjects: Conversation and commercial Italian. Elementary and advanced courses.

October 1 to February 10
February 10 to June 2

Fee: \$7.50
3 evenings per week

Italian

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Elementary oral drill and sight reading. Also advanced course in colloquial Italian.

October 14 to January 17
February 10 to May 2

Fee: \$6 per term
Evenings, M. Th. 7:8-15 or 8:20-9:35

Subjects: Elementary and advanced courses. Accurate reading knowledge of modern Italian. Correct pronunciation, grammar and composition, conversation.

Credit: 3 or 6 points
September 25 to February 4
February 5 to May 29

Fee: \$18 or \$36
Evenings, M. Th. or Tu. F. 7-8-15

LANGUAGES

Italian

CORTINA ACADEMY OF LANGUAGES
12 East 46th Street

Subjects: Conversation; familiar objects and incidents; business terms; travel; literature. Phonograph records also available.

Day and evening

Fee: 100 private lessons, \$100
100 class lessons, \$40 to \$75

Italian

HUNTER COLLEGE
Park Avenue and 68th Street

Subjects: Beginners' course.

Credit: 3 points
September 30 to January 31
February 3 to May 31

Fee: \$7.50
Evenings, M. W. 7-8:20 or Tu. Th. 8:25-9:45

Italian

STERN SCHOOL OF LANGUAGES
961 Madison Avenue

Subjects: Conversation and reading, natural method.

Beginning any time

Fee: \$15 for a course of 20 lessons
Full course, October to June, daily lessons, \$100

Japanese

BERLITZ SCHOOL OF LANGUAGES
28 West 34th Street

Subjects: Private lessons: Conversation.

Day and evening

Fee: \$75 for 25 lessons

Japanese

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Elementary grammar, reading, writing and speaking. Special attention to conversation.

October 14 to January 17 or
February 10 to May 2

Fee: \$6
Evenings, Tu. F. 8-9

Portuguese

BERLITZ SCHOOL OF LANGUAGES
28 West 34th Street

Subjects: Conversation based on familiar objects and developed logically by the association of ideas. Grammar introduced naturally and made clear and comprehensive.

Day and evening

Fees: In classes from 4 to 8 members,
2 lessons per week, 10 weeks, \$12
Prices graded according to number of weeks and lessons per week.
100 private lessons, \$100

Portuguese

THE COLLEGE OF THE CITY OF NEW YORK
Commerce Building, 23rd Street and Lexington Avenue

Subjects: Conversation and commercial Portuguese. Elementary and advanced courses.

October 1 to February 10
February 10 to June 2

Fee: \$7.50
3 evenings per week

LANGUAGES

Portuguese

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Elementary course.

February 10 to May 2

Fee: \$6
Evenings, Tu. F. 7:30-8:30

Subjects: Elementary and advanced courses; reading, composition, conversation, spoken language will be used whenever feasible in the class room. A general notion and appreciation of leading Brazilian and Portuguese authors will be sought for.

Credit: 3 or 6 points
September 25 to February 4
February 5 to May 29

Fee: \$18 or \$36
Evenings, Tu. F. 7-8:15 or 8:20-9:25

Rumanian

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Elementary drill in conversation and sight reading.

October 14 to January 17
February 10 to May 2

Fee: \$6 each term
Afternoons, Tu. F. 4:30-6

Russian

BERLITZ SCHOOL OF LANGUAGES
28 West 34th Street

Subjects: Private lessons: Conversation.

Day and evening

Fee: \$2 an hour

Russian

THE COLLEGE OF THE CITY OF NEW YORK
Commerce Building, 23rd Street and Lexington Avenue

Subjects: Elementary, intermediate and advanced courses planned to enable student to speak, read, and write Russian. Special work in commercial Russian.

October 1 to February 10
February 10 to June 2

Fee: \$7.50
3 evenings per week

Russian

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Elementary grammar, colloquial and written Russian.

October 14 to January 17
February 10 to May 2

Fee: \$6 per term
Evenings, Tu. F. 8-9

Subjects: The elements of the Russian language with instruction in reading, writing, speaking.

Credit: 3 points
February 5 to May 29

Fee: \$18
Afternoons, F. 4-5:40

Subjects: Commercial Russian. Elementary and advanced courses.

Credit: 3 or 6 points
September 25 to February 4
February 5 to May 29

Fee: \$18 or \$36
Evenings, Tu. F. 7-8:15 or 8:20-9:35

LANGUAGES

Scandinavian

BERLITZ SCHOOL OF LANGUAGES
28 West 34th Street

Subjects: Private lessons: Conversational method.

Day and evening

Fee: \$2 an hour

Serbo-Croatian

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Elementary Serb. Practical introduction to the Serbo-Croatian language with reading and exposition of the syntax and exercises.

October 14 to January 17
February 10 to May 2

Fee: \$6 per term
Evenings, Tu. F. 8-9

Spanish

ADELPHI COLLEGE
Lafayette Avenue, Brooklyn

Subjects: Elementary course; grammar, written and oral exercises, dictation and reading.

Credit: 6 points
September 23 to June 6

Fee: \$30

Afternoons, Th. F. 4:15-5:15

Extension course.

Subjects: Intermediate course; grammar review, composition, reading, dictation, conversation. Course conducted mainly in Spanish.

Credit: 3 or 6 points
September 23 to February 4—February 4 to June 6

Fee: \$15 or \$30

Subjects: Sight reading and accurate translation of modern Spanish literature. Works on useful general information, Spanish magazines, etc., composition on given topics, letter writing, lectures on the history, literature, organization, etc., of South America. Conducted strictly in Spanish. Also courses in Spanish literature.

Credit: 6 points
September 23 to June 6

Fee: \$30

Subjects: Commercial Spanish. Extension course.

Credit: 3 or 6 points
September 23 to February 4
February 4 to June 6

Fee: \$15 or \$30
Afternoons, M. W. 4:15-5:15

Spanish

BALLARD SCHOOL, CENTRAL BRANCH, Y. W. C. A.
610 Lexington Avenue

Subjects: Elementary work.

50 lessons, beginning September 30

Fee: \$10
Evenings, M. Th. 7:30-9

Subjects: Advanced work.

50 lessons, beginning October 1

Fee: \$10
Evenings, Tu. F. 7:30-9

LANGUAGES

Spanish

BERLITZ SCHOOL OF LANGUAGES
28 West 34th Street

Subjects: Conversation based on familiar objects and developed logically by the association of ideas. Grammar introduced naturally and made clear and comprehensive.

Day and evening

Fee: In classes from 4 to 8 members,
2 lessons per week, 10 weeks, \$12
Prices graded according to number of weeks and lessons per week.
100 private lessons, \$110

Spanish

BROOKLYN INSTITUTE OF ARTS AND SCIENCES
Lafayette Avenue, Brooklyn

Subjects: Pronunciation, reading, speaking Spanish. Main points of grammar and syntax.

Fee: \$10 to members of the Institute; \$12 to non-members
60 sessions, beginning October 2 Afternoons, M. W. 4:30-5:30

Spanish

THE COLLEGE OF THE CITY OF NEW YORK
Commerce Building, 23rd Street and Lexington Avenue

Subjects: Conversation and commercial Spanish. A series of courses from elementary to advanced work.

October 1 to February 10
February 10 to June 2

Fee: \$7.50
3 evenings per week

Spanish

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Colloquial and written Spanish. Elementary and advanced courses. Emphasis on oral work and conversation.

October 14 to January 17
February 10 to May 2

Fee: \$6 per term
Evenings, Tu. F. 7:30-8:30 or 8:30-9:30; or
M. Th. 7:15-8:15 or 8:15-9:15

Subjects: Conversation based on assigned texts. Topics of every day life and current events. Idioms and commercial terms.

October 14 to January 17
February 10 to May 2

Fee: \$6 each term
Mornings, S. 11:05-12:05

Subjects: Advanced conversation.

October 14 to January 17
February 10 to May 2

Fee: \$6 each term
Afternoons, W. 4:30-5:45

Subjects: Elementary, intermediate and advanced courses. Reading, pronunciation, grammar, composition, conversation.

Credit: 2, 3, 4 or 6 points
September 25 to February 4
February 5 to May 29

Fee: \$6 per point
Various afternoon and evening sessions

Subjects: A practical course and introduction to Spanish literature. Composition, conversation, dictation.

Credit: 3 or 6 points
September 25 to February 4
February 5 to May 29

Fee: \$18 or \$36
Afternoons, Tu. F. 4:30-5:45

LANGUAGES

Subjects: Advanced composition and Spanish conversational practice. Legal, commercial and technical terms.

Credit: 3 or 6 points
September 29 to February 4
February 5 to May 29

Fee: \$18 or \$36
Afternoons, M. Th. 4:30-5:45

Spanish

CORTINA ACADEMY OF LANGUAGES
12 East 46th Street

Subjects: Conversation with vocabulary based on every-day topics, grammar, business phrases, travel in Spain, Cuba and Mexico. Spanish literature. Phonograph records also available.

Day and evening

Fee: 100 private lessons, \$100
100 class lessons, \$40 to \$75

Spanish

HARLEM BRANCH, Y. W. C. A.
218 Lenox Avenue

Subjects: Beginning and advanced courses.

Fee: \$10

30 lessons, beginning any time

Spanish

HEFFLEY INSTITUTE
243-245 Ryerson Street, Brooklyn

Subjects: Commercial correspondence or classical Spanish.

Admission requirements: Grammar school education

Beginning any time

Fee: \$5 per month
Evenings, M. W. Th. 7:30-9:30

Spanish

HUNTER COLLEGE
Park Avenue and 68th Street

Subjects: Elementary and advanced courses. Also courses in commercial Spanish. Spanish literature.

Credit: 2 or 3 points each term
September 30 to January 31
February 3 to May 31

Fee: \$5-\$7.50 each term
Evenings, Tu. Th. 7-8:20 or 8:25-9:45

Spanish

NEW YORK CHAPTER, AMERICAN INSTITUTE OF BANKING
138 East 35th Street

Subjects: A beginning course in commercial Spanish.

1 year, beginning October 11

Fee: \$12
Evenings, F. 7:30-8:30

Spanish

NEW YORK UNIVERSITY
Washington Square

Subjects: First year course: Aim of the course is to enable students to carry on a conversation in Spanish. Work will be conducted in Spanish from the beginning as far as possible. Fundamental points of grammar.

Credit: 4 points
September 25 to February 1
February 1 to May 31

Fee: \$24
Morning, afternoon and evening sessions

LANGUAGES

Subjects: Second year course: Grammar, conversation, translation. Attention will be paid to letter-writing, particularly to the writing of commercial letters.

Credit: 4 points

September 25 to February 1
February 1 to May 31

Afternoons, S. 2-4; evenings, Tu. 7:45-9:45

Fee: \$24

Subjects: Third year course: Fitted for Spanish correspondents who wish to increase their ability to write correct and forceful Spanish. Spanish business letters, translations of a technical commercial nature.

Credit: 4 points

September 25 to February 1
February 1 to May 31

Afternoons, S. 4:15-6:15

Fee: \$24

Subjects: Fourth year course: Technical translation.

Credit: 4 points

September 25 to February 1
February 1 to May 31

Evenings, F. 5:30-7:15

Fee: \$24

Spanish

PACE INSTITUTE
30 Church Street

Subjects: Conversational method. Grammar, idioms, commercial vocabulary, business usages and customs in Spanish speaking countries.

Fee: \$14.60 per semester; materials, \$2.40

2 semesters of 17 weeks each, beginning any time

2 one-hour afternoon or evening sessions per week

Spanish

PACKARD COMMERCIAL SCHOOL
Lexington Avenue and 35th Street

Fee: \$15 for 10 weeks

Afternoon or evening, 3 hours each week

Spanish

STERN SCHOOL OF LANGUAGES
961 Madison Avenue

Subjects: Conversation, reading, grammar. Natural method.

Beginning any time

Fee: \$15 for a course of 20 lessons

Full course, October to June, daily lessons, \$100

Spanish

YOUNG WOMEN'S CHRISTIAN ASSOCIATION
376 Schermerhorn Street, Brooklyn

Subjects: Elementary course arranged to give business women a knowledge of Spanish for use in the commercial world. Grammar, sentence construction, vocabulary, etc.

Fee: \$12 for day class; \$10 for evening class

30 lessons, beginning October

Twice weekly, afternoons, 3-4, or evenings, 7:30-8:30

Subjects: Advanced course.

30 lessons, beginning October

Twice weekly, afternoons, 4-5, or evenings, 8:30-9:30

Spanish

YOUNG WOMEN'S HEBREW ASSOCIATION
31 West 110th Street

Subjects: Beginning course.

Fee: \$5 per term

October to January
January to May

Evenings, W. 8-9:45

LIBRARY WORK

LIBRARY WORK

Entrance Courses

BROOKLYN PUBLIC LIBRARY
26 Brevoort Place, Brooklyn

Subjects: Classification, cataloguing and filing, library economy, business standards and methods, personal reading, laboratory work in branch libraries (paid for, \$50 per month).

Admission requirements: Age 18 to 35. High school education or equivalent
Fee: None
6 months, beginning September 1 or March 1

Subjects: An entrance course for the children's department. Classification, reference, history of libraries, loan work, children's literature, work with children.

Admission requirements: Age 20 to 35. One year of college work or equivalent
Credit: Certificate
Fee: None
9 months, beginning October 1

Training Course For Junior Assistants in the New York Public Library

5th Avenue and 42nd Street

Subjects: Methods of New York Public Library, civic institutions of New York City, races and literatures represented in New York City, study of books by classes. Practice work. Course aims to train applicants for work as Junior Assistants in the Circulation Department and to prepare for entrance examination those who desire to enter the library school of the New York Public Library.

Admission requirements: Age 18 years. Graduation from high school or equivalent. Written examination in history and literature, current events and general information. A reading knowledge of French and German is desirable.

Beginning with the third week, the student receives a compensation of \$37.50 per month; after 4 months, \$5.00 per month. At completion of course, student becomes candidate for vacancies in the New York Public Library
September to May

Library Training

LIBRARY SCHOOL OF THE NEW YORK PUBLIC LIBRARY
476 Fifth Avenue

Subjects: Cataloguing, reference, book selection, administration, classification, American libraries, binding and repair of books, bibliography, current history, printing and indexing, practice work, library visits.

Credit: Certificate
Fee: \$75 for New Yorkers or commuters;
\$20 for supplies and \$40 for an inspection trip
34 weeks, beginning September 23

Library Training

PRATT INSTITUTE
220 Ryerson Street, Brooklyn

Subjects: Administration problems, book buying, business methods, civic institutions, history of libraries, library buildings, legislation, printing, survey of library fields, work with children, book selections, editions and publishers, appraisal of fiction and periodicals, bibliography, classification, cataloguing and reference work, government documents, library economy, indexing, technical French and German, elementary Italian, field work and practical work.

Admission requirements: Entrance examination. At least a high school education or equivalent. Typewriting. Age, 20-40. Previous experience in library work a very great advantage

Credit: Certificate
Fee: \$125
One year, beginning September 16

LIBRARY WORK

Library Training

WASHINGTON IRVING HIGH SCHOOL
40 Irving Place

Subjects: First 2 years: General high school work.
3rd and 4th years: Library practice, English, history, foreign language,
book binding, music, physical training, typewriting.

Admission requirements: Graduation from grammar school

Credit: Diploma

4 years, beginning September or February

Fee: None

Days, M. Tu. W. Th. F.

Advanced Course

BROOKLYN PUBLIC LIBRARY
26 Brevoort Place, Brooklyn

Subjects: Reference, classification, loan-work, history of libraries, book selection.

Admission requirements: A written test covering two years of college work, satisfactory rating in efficiency report, covering candidate's practical work in the library

Credit: Certificate

9 months, beginning October 1

Fee: None

Advanced Courses

LIBRARY SCHOOL OF THE NEW YORK PUBLIC LIBRARY
476 Fifth Avenue

Subjects: For those who wish to pursue further study and to prepare for particular forms of library work, certain advanced courses are offered. These involve special attention to such subjects as reference work, the relation of the library to the community, and school and children's library methods.

Admission requirements: One year of training in an accredited library school

Credit: Diploma

34 weeks, beginning October 1

Fee: \$25, but no charge to a member of the
Staff of the New York Public Library
2 mornings each week

Library Economy

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Bibliography, standard works of bibliography and reference, general and national bibliography, reference books, the history of the book, special subjects.

Credit: 2 or 4 points
September 25 to February 4 or May 29

Fee: \$12 or \$24
Mornings, F. 10-10:50

Subjects: Cataloguing and classification. Lectures and practice work, based on the A. L. A. catalogue list of subject headings, Cutter's Rules for Dictionary Catalogue, Dewey's decimal classification.

Credit: 2 or 4 points
September 25 to February 4
February 5 to May 29

Fee: \$12 or \$24
Mornings, Tu. Th. 9:15-12:15

Subjects: Library administration. Book selection and buying, American publishers, the book order department, catalogue department, book binding, charging systems, library statistics, budgets, reports, advertising.

Credit: 2 or 4 points
September 25 to February 4
February 5 to May 29

Fee: \$12 or \$24
Mornings, W. 9-9:50 or 10-10:50

LIBRARY WORK

Subjects: Children's work; planning, equipment, organization and administration of the children's room, reading circles, cataloguing and classification adapted to children's books, children's literature and story telling.

Credit: 1 or 2 points
September 25 to February 4, and
February 5 to May 29

Fee: \$6 or \$12
Mornings, S. 10-10:50

Library Practice Course

HARLEM EVENING HIGH SCHOOL FOR WOMEN
114th Street, West of 7th Avenue

Subjects: Library practice, English, history, foreign language, book binding, music, physical training, typewriting.

Admission requirements: Graduation from grammar school
Credit: Certificate
2 years, beginning September or February

Fee: None
Evenings, M. Tu. W. Th.

PROFESSIONS

ENGINEERING

Civil Engineering

THE COLLEGE OF THE CITY OF NEW YORK
St. Nicholas Terrace and 139th Street

Subjects: Topographical drawing, advanced mechanics, industrial chemistry, business organization, mineralogy, elementary electrical engineering, power, bacteriology, surveying, materials of construction, hydraulics, steel design, masonry, frame structures, foundations, pavements, railroads, bridges, water supply and sewers, tunneling and excavations, reinforced concrete, prescribed courses in science.

Credit: Diploma and B. S. degree

Fee: Based on \$2.50 per hour per week for a term of 16 weeks
Length of course depends on the amount of work taken each term

Evenings, 7:30-9:18

Civil Engineering

COOPER UNION
Cooper Square

Subjects: First year: Physics, chemistry, algebra, geometry, mechanical drawing, English. Second year: Elementary mechanics, electrical measurements, chemistry, geology, trigonometry, analytic geometry, machine shop work, mechanical drawing, civics and political history. Third year: Heat and thermodynamics, hydraulics, calculus, graphics, statics, surveying, topographical drawing, mechanics of materials, stresses in framed structures, D. C. dynamos and thermodynamics, chemistry. Fourth year: Mechanics of materials, reinforced concrete, roofs and bridges, railroad engineering, railroad surveying, sanitary engineering, masonry constructions and foundations, engineering contracts and specifications, highway engineering, structural design, testing of materials, adjustments of observations, engineering conference.

Admission requirements: Minimum age, 16. Examination in algebra, geometry, English and history. Physical fitness. Preference will be given to applicants with previous technical experience

Credit: B. S. degree

Laboratory fees: \$40.50 during the course

September 23 to May 1

This course may be taken entirely in the evening, covering a period of five years

Electrical Engineering

THE COLLEGE OF THE CITY OF NEW YORK
St. Nicholas Terrace and 139th Street

Subjects: Elementary electrical engineering, electrical measurements, industrial applications, illumination, telegraph and telephone. Subjects may be taken separately.

Credit: Diploma and B. S. degree

Fee: Based on \$2.50 per hour per week
for a term of 16 weeks

October 1 to February 10

February 10 to June 2

Evenings, 7:30-9:18

Electrical Engineering

COOPER UNION
Cooper Square

Subjects: First year: Physics, chemistry, algebra, geometry, mechanical drawing, English. Second year: Elementary mechanics, electrical measurements, chemistry, geology, trigonometry, analytic geometry, machine shop work, mechanical drawing, civics and political history. Third year: Heat and thermodynamics, hydraulics, calculus, D. C.

PROFESSIONS

machines, mechanisms, machine design, mechanical drawing, graphics, statics and elementary structural design, D. C. dynamo and photometric work, chemistry. Fourth year: Economic history and economics, differential equations, motive power, distribution of power, electrification of railways, A. C. circuits, A. C. machines, technical mechanics, thermodynamics, machine design.

Credit: B. S. degree

Laboratory fee: \$40.50 for the course

This course may be taken entirely in the evening, covering a period of five years

Special Courses in Engineering

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Inspection and testing of engineering materials.

Admission requirements: Open to those already engaged in practical work. Previous courses in structural mechanics

Fee: \$18 each session
Evenings, Tu. 7-10

September 25 to February 4
February 5 to May 29

Subjects: Elements of electrical engineering. Principles of electricity and magnetism and their application in engineering practice.

Admission requirements: Algebra, elementary chemistry and physics

Credit: 3 points

Fee: \$18

September 25 to February 4

Evenings, Tu. F. 7:30-9:30

Subjects: Principles of direct current machinery.

Admission requirements: Elements of electrical engineering

Credit: 3 points

Fee: \$18

February 4 to May 29

Evenings, Tu. F. 7:30-9:10

Subjects: Elements of alternating currents.

Credit: 3 points

Fee: \$18

September 25 to February 4

Evenings, M. Th. 7:30-9:10

Subjects: Principles of alternating current machinery.

Credit: 3 points

Fee: \$18

February 4 to May 29

Evenings, M. Th. 7:30-9:10

Subjects: Wireless telegraphy and telephony. Theory and practice of radio communication. No instruction or practice in operating.

Credit: 2 to 4 points

Fee: \$12 or \$24

September 25 to February 4

Evenings, W. 7:30-9:20

February 5 to May 29

MEDICINE

Medicine

COLLEGE OF PHYSICIANS AND SURGEONS
437 West 59th Street

Subjects: First year: (required) anatomy, physiology, biological chemistry; (elective) anatomy, biological chemistry, neurology, physiology, surgery. Second year: (required) anatomy, bacteriology, obstetrics, pathology, pharmacology, physiology, medicine, surgery, neurology; (elective) anatomy, bacteriology, biological chemistry, neurology and pathology. Third year: (required) dermatology and syphilis, diseases of children, gynaecology, laryngology and otology, neurology, obstetrics, ophthalmology, orthopedic surgery, medicine, surgery, urology; (elective) anatomy, bacteriology, biological chemistry, neurology,

PROFESSIONS

orthopedic surgery, pathology, pharmacology, physiology, medicine, surgery, urology. Fourth year: (required) diseases of children, gynaecology, hygiene and preventive medicine, neurology, obstetrics, medicine and applied therapeutics, surgery; (elective) anatomy, bacteriology, biological chemistry, dermatology and syphilis, diseases of children, gynaecology, laryngology and otology, neurology, ophthalmology, orthopedic surgery, pathology, pharmacology, physiology, practice of medicine, surgery.

Admission requirements: 2 years of college work, including physics, inorganic chemistry, qualitative analysis, organic chemistry, biology, English, French or German. 3 years of college recommended
Credit: M. D. degree
Fee: \$240 per year plus laboratory fees
4 years, beginning September 25

Medicine

CORNELL UNIVERSITY MEDICAL COLLEGE
477 First Avenue

Subjects: First year: anatomy, histology, embryology, advanced chemistry, neurological anatomy, physiological chemistry, physiology. Second year: anatomy, physiology, nutrition, pharmacy and pharmacology, pathology, bacteriology, medicine, surgery, diagnosis, obstetrics and gynaecology. Third year: ophthalmology, urology, otology, laryngology, dermatology, pediatrics, neurology, psychiatry, obstetrics, gynaecology and orthopedics, pathology, surgery and medicine. Fourth year: intensive instruction in medicine and surgery in hospital wards, orthopedics, neurology, gynaecology, urology, clinical work, and experience in wards.

Admission requirements: A. B. degree or equivalent. Seniors in approved colleges are admitted if their work for the A. B. degree can be completed in the medical school. All students must present work in physics, inorganic chemistry and biology. Women students must take the first year's work at Ithaca
Credit: M. D. degree
Fee: \$150 per year plus laboratory fees
4 years, beginning September 25

Medicine

LONG ISLAND COLLEGE HOSPITAL MEDICAL COLLEGE
Henry and Amity Streets, Brooklyn

Subjects: First year: gross anatomy, histology, embryology, organic chemistry, physical chemistry, bacteriology. Second year: applied anatomy, biological chemistry, physiology, pharmacology, theoretical pathology, pathological histology, obstetrics, neurology. Third year: surgery, internal medicine, obstetrics, neurology, gynaecology, pediatrics, preventive medicine and hygiene, therapeutics, genito-urinary, medical jurisprudence, ophthalmology, dermatology, orthopedic surgery, gastro-enterology, laryngology and rhinology, otology, physical diagnosis. Fourth year: internal medicine, gastro-enterology, surgery, orthopedic surgery, gynaecology, obstetrics, pediatrics, therapeutics, otology, ophthalmology, bacteriology, dermatology, genito-urinary, neurology, obstetrical and gynaecological pathology, laryngology and rhinology, clinical pathology.

Admission requirements: 2 years of college work, including physics, chemistry, biology, a modern language, and English. A pre-medical college course of 2 years is given by Columbia University at the Long Island College Hospital
Fee: \$250 per year plus laboratory fees
4 years, beginning September 25

Post-Graduate Work

COLLEGE OF PHYSICIANS AND SURGEONS
437 West 59th Street

Subjects: Graduate courses one and two semesters in length are offered in the departments of bacteriology, biological chemistry, dermatology

PROFESSIONS

and syphilology, diseases of children, laryngology and otology, neurology, pathology, physiology, practice of medicine, surgery and therapeutics.

September 25 to February 4
February 5 to May 29

Fee: \$6 per point and laboratory fees

Post-Graduate Work

CORNELL UNIVERSITY MEDICAL COLLEGE
477 First Avenue

Subjects: Courses of six to eight weeks are offered at various periods of the year in anatomy, physiology, chemistry, pharmacology and materia medica, general therapeutics, clinical pathology, surgery, obstetrics, pathology and bacteriology, neurology, dermatology, laryngology, rhinology, ophthalmology.

Fee: \$20 to \$50 for each course

Work may be coordinated for the Ph.D degree

Post-Graduate Work

NEW YORK POLYCLINIC MEDICAL SCHOOL AND HOSPITAL
341-351 West 50th Street

Subjects: Clinics, supplemented by lectures and demonstrations. Special courses to small sections. Operative courses. Laboratory courses.

Students may matriculate at any time

Fee: General ticket admitting the holder to all the general clinics for 6 weeks, \$100; for special courses, \$25-\$50

Post-Graduate Work

NEW YORK POST-GRADUATE MEDICAL SCHOOL AND HOSPITAL
Second Avenue and 20th Street

Subjects: Special courses in ear, eye, nose and throat, medicine, pediatrics, gynaecology, surgery, x-ray, urology. Laboratory courses in pathological chemistry, bacteriology, pathogenic micro-organisms and infectious diseases, serological diagnosis, and vaccine therapy, haematology, clinical microscopy, histological technique. Clinics in diseases of women, medicine, physical diagnosis and pathology, diseases of children, genito-urinary and venereal diseases and cystoscopy, general and orthopedic surgery, diseases of the mind and nervous system, diseases of the nose and throat, diseases of the ear, diseases of the eye, x-ray, diseases of the skin.

Length of courses and fees vary

Post-Graduate Work

NEW YORK UNIVERSITY
University Heights

Subjects: Courses in clinical pathology and surgery.

September 25 to May 31

Hours to be arranged

NURSING

All nurses' training schools listed below are registered by the State Board of Regents and are required to conform to a certain minimum standard in equipment and curriculum. Many schools go far beyond the minimum required curriculum and the amount of time given to each required subject varies considerably. These variations should be carefully considered by a student who plans to take the nurses' training. In all hospitals there are the general requirements of sound health

PROFESSIONS

and references as to character. There is also a period of probation whose length varies from two to six months. The monthly allowance begins after the pupil has been regularly accepted at the end of the probation period.

Nursing

BELLEVUE HOSPITAL TRAINING SCHOOL FOR NURSES
440 East 26th Street

Subjects: Anatomy, physiology, hygiene, materia medica, theoretical and practical nursing, dietetics, bacteriology, chemistry, urinalysis, obstetrics, psychopathic service, massage, mental and nervous diseases, general surgery.

Admission requirements: Age 20 to 34. One year of high school or equivalent
Credit: Diploma *Allowance:* \$8 per month
2 years and 9 months, beginning September, December, March

Nursing

BETH ISRAEL HOSPITAL
70 Jefferson Street

Subjects: A thorough and varied practical training in medical, surgical, gynaecological, children's, obstetrical and private wards, including dietetics and massage, also in out-patient department.

Admission requirements: Age 18 to 33. One year of high school or equivalent
Credit: Diploma *Allowance:* \$7 per month first year;
\$10 second and third year
2 years and 8 months—Applications received any time

Nursing

BROOKLYN HOSPITAL TRAINING SCHOOL FOR NURSES
De Kalb Avenue, Brooklyn

Subjects: Anatomy, physiology, hygiene, materia medica, principles of nursing, surgical diseases, bacteriology, urinalysis, obstetrics, gynaecology, orthopedics, anaesthesia, special diseases, contagious nursing; executive experience to a limited number.

Admission requirements: Age 18 to 33. One year high school or equivalent
Credit: Diploma *Allowance:* None
3 years. Applications are placed on file as received
Probationers are admitted quarterly

Nursing

BROOKLYN STATE HOSPITAL
Clarkson and Albany Avenues, Brooklyn

Subjects: Anatomy and physiology, nutrition, hygiene, materia medica, bacteriology, dietetics, practical nursing, hydrotherapy, communicable diseases, surgical nursing, mental and nervous diseases, obstetrics and gynaecology, children's diseases, massage. One year in a general hospital.

Admission requirements: Age, at least 17. One year of high school or equivalent
Allowance: \$23 and \$33
3 years, beginning in September

Nursing

**BULKLY TRAINING SCHOOL FOR NURSES OF THE NEW YORK SKIN AND
CANCER HOSPITAL**
Second Avenue and 19th Street

PROFESSIONS

Subjects: Hygiene, anatomy, physiology, bacteriology, chemistry, materia medica, dietetics, practical nursing, dermatology, surgery, general medicine, infants and young children, infectious diseases, pediatrics, gynaecology, obstetrics, mental diseases.

Admission requirements: Pupils must be over 18 years of age and have at least one year of high school

Credit: Diploma

Allowance: \$10 the first year

\$12 the second year, \$15 the last six months

2½ years, beginning September, January, May

Nursing

CITY HOSPITAL
Blackwell's Island

Subjects: Principles and methods of nursing, anatomy and physiology, household economics, hygiene and sanitation, chemistry, bacteriology, materia medica, cooking and nutrition, psychology, medical, surgical, obstetrical and children's nursing, dietetics, gynaecology, ear, eye, nose and throat, public health nursing, history of nursing and contemporary problems.

Admission requirements: At least 18 years of age, 20 to 30 preferred. At least one year of high school

Credit: Diploma

Allowance: \$10 per month the first year, then \$12

2½ years, beginning September, January and April

Nursing

CUMBERLAND STREET HOSPITAL
109 Cumberland Street Brooklyn

Subjects: Anatomy and physiology, dietetics, bandaging, obstetrics and gynaecology, urinalysis, pediatrics, practical nursing, massage.

Admission requirements: Age 18 to 35. One year of high school or equivalent

Credit: Diploma

Allowance: \$10 per month the first year,

\$12 the second year

2 years and 3 months beginning September, November, January, March, May, July

Nursing

FLOWER HOSPITAL SCHOOL FOR NURSES
450 East 64th Street

Subjects: Anatomy and physiology, bacteriology, hygiene, chemistry, nutrition and cookery, household economy, drugs and solutions, history of nursing, urinalysis, materia medica, medical and surgical diseases, diseases of children, obstetrics, communicable disease, gynaecology, orthopedics, eye, ear, nose and throat, nervous and mental diseases, skin and venereal diseases, sanitation, public health nursing.

Admission requirements: Age 21 to 30 (occasional exceptions made). At least one year of high school or equivalent.

Credit: Diploma

Allowance: \$7 per month

3 years, beginning September and March

Nursing

FLUSHING HOSPITAL
Parsons Avenue, Flushing

Subjects: Theoretical nursing, materia medica, anatomy and physiology, hygiene, chemistry, surgery, gynaecology, obstetrics, bacteriology, tuberculosis, anaesthetics, pediatrics, communicable diseases, nervous diseases, eye, ear, nose and throat, history of nursing, massage, dietetics.

Admission requirements: At least 18 years of age, one year of high school or its equivalent

Credit: Diploma

Allowance: \$5 per month

3 years beginning October, January, April and July

PROFESSIONS

Nursing

FRENCH HOSPITAL
450 West 34th Street

Subjects: Principles and practice of nursing, anatomy and physiology, materia medica, bacteriology and pathology, medicine, pediatrics, surgery, obstetrics and gynaecology, dietetics, eye, ear, nose and throat, chemistry.

Admission requirements: Age 21 to 33. At least 2 years of high school. Women of good education, speaking French, will be preferred.
Credit: Diploma **Allowance:** \$10 per month
2½ years. Applications considered throughout the year

Nursing

HAHNEMANN HOSPITAL TRAINING SCHOOL
Park Avenue, 67th and 68th Streets

Subjects: Bacteriology, dietetics, practical nursing, anatomy and physiology, materia medica, medical and surgical nursing, nursing in diseases of infants and children, gynaecology, urinalysis, orthopedics, diseases of the eye, nose and throat, obstetrics, massage, pathology, anaesthesia.

Admission requirements: Age 18 to 35. One year of high school or equivalent.
Credit: Diploma **Allowance:** \$7 per month
3 years, beginning September and March

Nursing

ITALIAN HOSPITAL
617 East 83rd Street

Subjects: Principles of nursing, dietetics, chemistry, materia medica, bandaging, general nursing, physiology and anatomy, hygiene, bacteriology, eye, ear, nose and throat, urinalysis, medical and surgical diseases, pediatrics, massage, obstetrics.

Admission requirements: Age 20 to 35. One year of high school or equivalent
Credit: Diploma **Allowance:** \$8 per month the first year, then \$12
2½ years. Students taken at any time of the year

Nursing

JAMAICA HOSPITAL
Jamaica, New York

Subjects: Medical, surgical and obstetrical work, pediatrics, dietetics, massage, practical and theoretical nursing.

Admission requirements: Age 18 to 35. One year of high school or equivalent
Credit: Diploma **Allowance:** \$10 per month
2 years and 2 months. Applications received at any time

Nursing

THE JEWISH HOSPITAL OF BROOKLYN
Classon and St. Marks Avenue, Brooklyn

Subjects: Principles and ethics of nursing, anatomy and physiology, materia medica, bandaging, dietetics, cookery, bacteriology, hygiene, urinalysis, massage, dispensary service, medical, surgical and obstetrical clinics, operating room technique, medical, surgical and obstetrical nursing, gynaecology, children's diseases, contagious diseases, eye, ear, nose and throat.

Admission requirements: Age 19 to 30. One year of high school or equivalent.
Credit: Diploma **Allowance:** \$8 per month the first year, \$12 the second year, \$18 the last six months
2½ years. Applications received at any time

PROFESSIONS

Nursing

JEWETT TRAINING SCHOOL FOR NURSES OF THE BUSHWICK HOSPITAL
Putnam and Howard Avenues, Brooklyn

Subjects: Anatomy and physiology, theory of nursing and demonstrations, dietetics, surgical emergencies, materia medica, urinalysis, bandaging, medical clinic, obstetrical training, management of contagion, operating room technique, executive work, medical, surgical and gynaecological nursing.

Admission requirements: Age 20 to 35. High school education preferred, one year of high school required

Credit: Diploma

2½ years. Applications received at any time

Allowance: \$10 per month

Nursing

KINGS COUNTY HOSPITAL
Clarkson Street, Brooklyn

Subjects: Hygiene, bacteriology and sterilization, anatomy and physiology, materia medica, dietetics, bandaging, general pathology, surgery, medicine, gynaecology, obstetrics, pediatrics, contagious diseases, eye, ear, nose and throat, diseases of the skin, operating room technique. Students who after graduating wish to take a two months' course in social service work in this hospital, will receive a senior pupil nurse's allowance with maintenance.

Admission requirements: Age 19 to 35. One year of high school or equivalent. Applicants with superior education will be given preference.

Credit: Diploma *Allowance:* \$10 per month the first year, \$12 the second year 2 years and 3 months. Applicants received at any time

Nursing

THE LAURA FRANKLIN TRAINING SCHOOL FOR NURSES
17-19 East 111th Street

Subjects: Anatomy and physiology, hygiene, anaesthesia, urinalysis, bacteriology, materia medica, orthopedics, nervous diseases, nose and throat, ear, eye, skin diseases, gynaecology, nursing in medical and surgical cases, massage.

Admission requirements: Age 18 to 35. One year of high school or equivalent.

Credit: Diploma

2½ years. Applications received at any time

Allowance: \$7, \$8 and \$10 per month

Nursing

LEBANON HOSPITAL
Westchester Street and Cauldwell Avenue

Subjects: Bacteriology, hygiene, anatomy and physiology, history and principles of nursing, chemistry, materia medica, dietetics, massage, bandaging, surgical nursing, general medical nursing, pediatrics, infectious and contagious diseases, orthopedics, obstetrics, gynaecology, mental diseases, eye, ear, nose and throat, social service and medical sociology.

Admission requirements: Age 18 to 35. At least one year of high school or its equivalent. Superior education preferred.

Credit: Diploma

3 years, beginning September, January, April and July

Allowance per month: 3 months \$5, 15 months \$8,
12 months \$10, 6 months \$18

Nursing

LENOX HILL HOSPITAL
112 East 77th Street

Subjects: Practical nursing, medicine, dietetics, anatomy, physiology,

PROFESSIONS

hygiene, bacteriology, chemistry, care of infants, orthopedics, bandaging, surgery and emergencies, operating room technique, medicine, gynaecology, pediatrics, nose, throat, ear and eye, skin diseases, cancer, tuberculosis, pathological chemistry, electricity and its application in disease, diet in disease, obstetrics, dietetics, nervous and mental nursing, and public health nursing.

Admission requirements: Age 20 to 33. One year of high school or equivalent.
Credit: Diploma *Allowance:* \$5 per month, \$100 at completion of course
3 years, beginning September, December, March and June

Nursing

THE LINCOLN HOSPITAL AND HOME FOR COLORED WOMEN
East 141st Street and Southern Boulevard

Subjects: Anatomy, physiology, materia medica, orthopedics, surgical medical, obstetrical, and gynaecological nursing, care of children and of chronic and invalid patients, dispensary work, social service.

Admission requirements: Age 20 to 35. One year of high school or equivalent.
Credit: Diploma *Allowance per month:* \$6 first year, then \$7
3 years, beginning September and May

Nursing

LONG ISLAND COLLEGE HOSPITAL
Henry, Pacific and Amity Streets, Brooklyn

Subjects: Anatomy, physiology, materia medica, orthopedics, surgical nursing, bandaging, children's diseases, medical nursing, obstetrics and gynaecology, massage and hydrotherapy, eye, ear, nose and throat, diseases of the skin, venereal diseases, public health, social problems, executive work.

Admission requirements: High school graduation.
Credit: Diploma *Allowance:* \$5 per month
3 years, beginning September and February

Nursing; Training For Nurses For Care of the Nervous and Insane

MANHATTAN STATE HOSPITAL TRAINING SCHOOL
Ward's Island, New York

Subjects: Theory of practical nursing, anatomy and physiology, demonstrations in nursing procedure, therapeutics and materia medica, bacteriology, hygiene, hydrotherapy, bandaging, anesthesia and anesthetics, urinalysis, mental diseases, obstetrics and gynaecology, surgical nursing, medical diseases, communicable diseases, dietetics, diseases of children.

Admission requirements: Age 18 to 31. One year of high school or its equivalent. Applicants must first enter the service as attendant and take the attendant's course of training
Credit: Diploma *Allowance:* \$21 per month
2 or 3 years, beginning September

Nursing

MARGARET FAHNESTOCK TRAINING SCHOOL OF THE NEW YORK POST-GRADUATE MEDICAL SCHOOL AND HOSPITAL
304 East 20th Street

Subjects: Anatomy, physiology, hygiene, dietetics, practical nursing, obstetrics, surgery, massage, chemistry, bacteriology, urinalysis, principles of nursing.

Admission requirements: Age 20 to 30. At least one year of high school. College graduates can take the course in 2 years
Credit: Diploma *Allowance:* \$7 per month the first year
\$8 the second year, \$9 the third year
2 or 3 years, beginning July, November, March

PROFESSIONS

Nursing

MARY IMMACULATE HOSPITAL
Shelton Avenue and Ray Street, Jamaica

Subjects: Anatomy, physiology, hygiene, bandaging, materia medica, bacteriology, chemistry, dietetics, practical nursing, surgical nursing, gynaecology, therapeutics, medical diseases, infectious diseases, dermatology, pediatrics, obstetrics, massage, mental diseases, eye, ear, nose and throat, anaesthesia, orthopedics.

Admission requirements: Age 19 to 30. One year of high school
Credit: Diploma
Allowance: \$5 per month
3 years, beginning September and February

Nursing

METHODIST EPISCOPAL HOSPITAL
6th Street and 7th Avenue, Brooklyn

Subjects: Anatomy and physiology, massage, obstetrics, dietetics, surgery, bacteriology, urinalysis, pediatrics, contagious diseases, theoretical and practical nursing.

Admission requirements: Age 19 to 30. At least one year of high school
Credit: Diploma
Allowances at stated times
2½ years, beginning September, November, January and May

Nursing

METROPOLITAN HOSPITAL TRAINING SCHOOL FOR NURSES
Blackwell's Island, New York

Subjects: Hygiene, materia medica, anatomy and physiology, bandaging, chemistry, dietetics, obstetrics, surgical technique, bacteriology, practical nursing, massage, history of nursing.

Admission requirements: Age 18 to 35. One year of high school or equivalent
Allowance: \$10 per month the first year,
\$12 the second year, and \$15 the third year
3 years, beginning each month from September to July

Nursing

MISERICORDIA HOSPITAL
531 East 86th Street

Subjects: Surgical, medical, obstetrical and children's nursing.

Admission requirements: Age 18 to 30. One year of high school or equivalent
Credit: Diploma
Allowance: \$4 per month
2½ years, beginning September, March and May

Nursing

MOUNT SINAI TRAINING SCHOOL FOR NURSES
1 East 100th Street

Subjects: Anatomy and physiology, bacteriology, hygiene and sanitation, dietetics and cookery, chemistry, materia medica, urinalysis, nursing of infants and children, massage, gynaecology, obstetrics, pediatrics, principles of nursing, infectious diseases, contagious diseases, nervous and mental diseases, eye, ear, nose and throat. Special training in the nursing of mental and nervous diseases at Bloomingdale.

Admission requirements: Age, 19 to 35. High school education. College graduates who have had the necessary scientific ground work, can complete the course in 2 years and 3 months
Credit: Diploma
Allowance: \$5 per month
2 years and 3 months, or 3 years, beginning September, January and April

PROFESSIONS

Nursing

NEW YORK HOSPITAL TRAINING SCHOOL FOR NURSES
8 West 16th Street

Subjects: Principles of nursing, dietetics, chemistry, materia medica, bandaging, physiology and anatomy, hygiene, bacteriology, eye, ear, nose and throat, psychiatrics, contagious diseases, medical and surgical diseases, pediatrics, urinalysis, massage, obstetrics.

Admission requirements: Age, 23 to 33. At least one year of high school. Women of superior qualifications will be preferred

Credit: Diploma *Allowance:* \$10 per month
3 years. Applications received at any time

Nursing

NEW YORK POLYCLINIC MEDICAL SCHOOL AND HOSPITAL
341-351 West 50th Street

Subjects: Nursing ethics, elementary bacteriology and chemistry, urinalysis, anatomy and physiology, materia medica, bandaging, practical nursing, massage, obstetrics, pediatrics, gynaecology, mental and nervous diseases, dietetics, general surgery, hygiene and sanitation, medical and surgical nursing, emergencies.

Admission requirements: Age, 19 to 35. One year of high school or equivalent

Credit: Diploma *No money allowance*
2 years and 4 months beginning September, January and April

Nursing

NEW YORK MEDICAL COLLEGE AND HOSPITAL FOR WOMEN
19 West 101st Street

Subjects: Anatomy and physiology, dietetics, bandaging, obstetrics, gynaecology, urinalysis, pediatrics, practical nursing, massage.

Admission requirements: Age, 20 to 35. One year of high school or equivalent

Credit: Diploma *Allowance:* \$8 per month the first year, then \$10

Nursing

PARK HOSPITAL
395 Central Park West

Subjects: Standard curriculum.

Admission requirements: Age 21 to 35. One year of high school or equivalent

Credit: Diploma *Allowance:* \$10 per month
2½ years beginning September or March

Nursing

THE PRESBYTERIAN HOSPITAL SCHOOL OF NURSING
41 East 70th Street

Subjects: Anatomy and physiology, bacteriology, hygiene, chemistry, cookery and dietetics, household economy, materia medica, principles and practice of nursing, massage, pathology, bandaging, medical and surgical nursing, gynaecological and surgical nursing, diseases of infants and children, eye, ear, nose and throat, mental and nervous diseases, occupational, skin and venereal diseases.

Admission requirements: Age 21 to 35. At least a full high school education or its equivalent. College graduates can complete the course in 2 years and 3 months

Credit: Diploma *Fee:* \$70
2 or 3 years, beginning September and February

PROFESSIONS

Nursing

ROOSEVELT HOSPITAL
428 West 59th Street

Subjects: Medical, surgical, gynaecological, and children's nursing; surgery, obstetrics, dietetics, massage.

Admission requirements: Age, 23 to 33. One year of high school or equivalent. Women of superior education will be preferred

Credit: Diploma *Allowance:* \$7 per month
2 years and 2 months, beginning September and April

Nursing

ST. CATHERINE'S HOSPITAL
133 Bushwick Avenue, Brooklyn

Subjects: Anatomy, physiology, hygiene, chemistry, bacteriology, principles of nursing, medicine, surgery, pediatrics, massage, obstetrics, urinalysis, care of children, dietetics, public health nursing, eye, ear, nose and throat.

Admission requirements: Age 18 to 35. At least one year of high school

Credit: Diploma *Allowance:* \$5 per month
3 years, beginning September and February

Nursing

ST. JOHN'S HOSPITAL
Albany and Atlantic Avenues, Brooklyn

Subjects: Anatomy, physiology, massage, dietetics, practical and theoretical nursing, surgery, bacteriology, children's diseases, obstetrical, medical and surgical nursing, operating room technique.

Admission requirements: Age 18 to 30 years. One year of high school or equivalent

Credit: Diploma *Allowance:* \$5 per month
3 years. Applications received at any time

Nursing

ST. JOHN'S LONG ISLAND CITY HOSPITAL
Jackson Avenue and 12th Street, Long Island City

Subjects: Anatomy and physiology, bacteriology, hygiene and sanitation, dietetics and cookery, chemistry, materia medica, urinalysis, nursing of infants and children, massage, gynaecology, obstetrics, pediatrics, principles of nursing, infectious and contagious diseases, nervous and mental diseases, eye, ear, nose and throat, emergency work.

Admission requirements: Age 19 to 30. One year of high school or equivalent

Credit: Diploma *Allowance:* \$5 per month
2½ years. Applications received at any time

Nursing

ST. LUKE'S HOSPITAL
421 West 113th Street

Subjects: Anatomy and physiology, bacteriology, bandaging, dietetics, hygiene and sanitation, massage, materia medica, medicine, obstetrics, orthopedics, pediatrics, surgery, urinalysis, visiting nursing, experience in general clinical work.

Admission requirements: Age 22 to 33. Graduates of high schools and women of superior education with a practical knowledge of household affairs preferred

Credit: Diploma and certificate *No money allowance*
3 years. Pupils are admitted regularly in the spring and fall.

PROFESSIONS

Nursing

THE SAINT MARY HOSPITAL
St. Marks Avenue, Brooklyn

Subjects: Anatomy and physiology, materia medica, domestic economy, chemistry, hygiene, dietetics, medical and surgical nursing, obstetrics, bacteriology, contagious diseases, massage, history of nursing, executive work.

Admission requirements: Age 19 to 35. At least one year high school. Women of superior education are preferred

Credit: Diploma

3 years, beginning September and February

Allowance: \$6 per month

Nursing

ST. MARY'S FREE HOSPITAL FOR CHILDREN
405-411 West 34th Street

Subjects: Anatomy and physiology, bacteriology, dietetics, massage, practical nursing, ethics, materia medica, bandaging, urinalysis, medical, surgical and contagious diseases, public health nursing.

Admission requirements: At least 19 years of age. One year of high school or equivalent

Credit: Diploma

2½ years. Applications received at any time.

Allowance: \$7 per month

Nursing

ST. VINCENT'S HOSPITAL
156 West 12th Street

Subjects: Anatomy, physiology, dietetics, bacteriology, massage, materia medica, ethics of nursing, practical nursing.

Admission requirements: Age 19 to 33. One year of high school or equivalent

Credit: Diploma

3 years, beginning September, November, February, May

Allowance: \$5

Nursing

ST. VINCENT'S HOSPITAL OF THE BOROUGH OF RICHMOND
West New Brighton

Subjects: Standard curriculum.

Admission requirements: Age 18-30. One year of high school or equivalent

Credit: Diploma

3 years. Applications received at any time

Allowance: \$5

Nursing

THE STATEN ISLAND HOSPITAL
Tompkinsville, Staten Island

Subjects: Practical nursing, materia medica, bacteriology, dietetics, hygiene, anatomy, bandaging, medical diseases, surgical emergencies, pathology, pediatrics, gynaecological nursing, x-ray, ear, nose and throat, mental diseases, orthopedic nursing, diseases of the eye, obstetrics, history of nursing, ward management.

Admission requirements: Age 18 to 35. One year of high school or equivalent

Credit: Diploma

3 years. Applications received at any time

Allowance: \$8 per month

Nursing

SWEDISH HOSPITAL
Rogers Avenue and Sterling Place, Brooklyn

Subjects: Anatomy and physiology, chemistry, hygiene, bacteriology,

PROFESSIONS

materia medica, dietetics, bandaging, medical and surgical nursing, obstetrics and gynaecology, nervous diseases, eye, ear, nose, throat, laboratory technique, skin diseases, massage.

Admission requirements: Age 20-35. One year of high school or equivalent
Credit: Diploma *Allowance:* \$5 per month
2½ years. Application received any time

Nursing

SYDENHAM HOSPITAL
831-347 East 116th Street

Subjects: Hygiene, anatomy, physiology, materia medica, physics and chemistry, bacteriology, bandaging, demonstrations and practical nursing, contagious and infectious diseases, pediatrics, infant feeding, surgery, urinalysis, medical nursing, orthopedic surgery, obstetrics, gynaecology, eye, ear, nose and throat, skin diseases, mental diseases, massage, dietetics, emergencies.

Admission requirements: Age 20 to 35. One year of high school at least. High school graduates preferred
Credit: Diploma *Allowance:* \$7 per month the first year, \$10 the second year
2 years. Pupils admitted every 3 months

Nursing

TEACHERS COLLEGE
525 West 120th Street

An arrangement has been made with the Presbyterian Hospital of New York City, by which a limited number of students who have completed two years of work in an approved college, normal school, or technical school, may enter for the regular three years of professional training in nursing and at the same time qualify for the Bachelor of Science degree.

A special program of work will be arranged for high school graduates who wish to enter for the five years curriculum leading to the Bachelor of Science degree and the nursing diploma.

Subjects: English, a modern language, history and science, human biology (or an approved course in anatomy and physiology), elementary microbiology, elements of chemistry, sanitary science, general psychology, history of nursing, contemporary and professional problems, modern social problems and social legislation, additional electives, together with the theoretical work prescribed by the Presbyterian School of Nursing.

Admission requirements: Graduation from high school or examination

Nursing

THE WILLIAMSBURGH HOSPITAL
342 Bedford Avenue, Brooklyn

Subjects: Standard curriculum.

Admission requirements: Age 21 to 35. One year of high school or equivalent
Credit: Diploma *Allowance:* \$8 per month
2 years and 2 months. Applications are received at any time

Nursing

WYCKOFF HEIGHTS HOSPITAL
St. Nicholas Avenue, Brooklyn

Subjects: Theory of nursing, bacteriology, anatomy, physiology, hygiene, materia medica, bandaging, anaesthesia, dietetics, cookery, urinalysis, surgical nursing, gynaecology, obstetrics, children's diseases,

PROFESSIONS

communicable diseases, general medicine, anatomy of the eye, nose and throat, general surgery, massage, tuberculosis, nervous diseases, venereal diseases, practical work, hospital economics.

Admission requirements: Age 18 to 35. One year of high school or equivalent
Credit: Diploma
Allowance: \$10 the first year, \$12 the second year, \$14 the third year. \$50 at completion of course
3 years. Students are received in the spring and fall

Post-Graduate Work

LONG ISLAND COLLEGE HOSPITAL
Henry, Pacific and Amity Streets, Brooklyn

Subjects: Medical nursing, 6 months; infants and children, 3 months; obstetrics, 2 months; surgery, including gynaecology, 6 months; operating room technique, 6 months; anesthesia, 6 months.

Credit: Certificate
Allowance: \$7 per month
Applicants are not considered for a period of less than three months, the first month being probationary

Post-Graduate Work

MARGARET FAHNESTOCK SCHOOL OF NURSING OF THE NEW YORK POST-GRADUATE HOSPITAL
304 East 20th Street

Subjects: Anesthesia, 6 months, by appointment.

Fee: \$150

Subjects: Operating room technique, 3 months, by appointment.

Credit: Certificate

Fee: None

Post-Graduate Work, Nursing in Nervous and Mental Diseases

NEUROLOGICAL INSTITUTE
149 East 67th Street

Subjects: Psychology, nervous and mental diseases, electro-therapy, mechanotherapy and massage, hydrotherapy, occupation, mental tests.

Credit: Diploma
6 months. Applications received at any time
Allowance: \$20 per month

Post-Graduate Work

NEW YORK NURSERY AND CHILD'S HOSPITAL
161 West 61st Street

Subjects: Obstetrics, 3 months; pediatrics, 3 months.

Credit: Diploma

Allowance: \$10 per month

Post-Graduate Work

NEW YORK POLYCLINIC HOSPITAL
341 West 50th Street

Subjects: A general course consisting of practical and theoretical instruction.

Credit: Certificate
6 or 12 months

Allowance: \$10

Post-Graduate Work: Administration of Schools of Nursing

TEACHERS COLLEGE
525 West 120th Street

Subjects: English, a modern language, history, science, education,

PROFESSIONS

teaching in schools of nursing, administration in schools of nursing, state relation to nursing education, current problems in nursing education, history of nursing and contemporary problems, hygiene, sanitary science, hospital administration, institution planning, social science, modern social problems and social legislation, and recommended electives.

Admission requirements: Graduation from a registered nurses' training school

Credit: Certificate or diploma and B. S. degree

About 2 years, beginning September 25 or February 5

Subjects: Supervision in hospitals and training schools; an introductory course designed for teachers and supervisors who require a general knowledge of organization and administration in hospitals and training schools.

Credit: 2 points

February 5 to June 11

Fees: \$12

Mornings, Tu. Th. 10-11

Subjects: Principles of hospital administration; general problems of hospitals, their relation to the community and its needs, their organization and general administration; the particular problems of hospital housekeeping are considered in detail.

Credit: 3 points

September 25 to February 4

Fees: \$18

Afternoons, M. W. 3:10-4, F. 2:10-5

Subjects: Practical problems in hospital housekeeping; purpose of this course is to apply modern scientific principles and methods to the housekeeping problems of the hospital.

Credit: 1 point if taken in connection with supervision in hospitals

February 5 to June 11

Fees: \$6

Mornings, W. 10-11:50

Subjects: Administration in schools of nursing. Problems of training school organization in connection with hospitals of various types or under other forms of government.

Admission requirements: Graduation from a registered nurses' training school

Credit: 2 points

February 5 to May 29

Fees: \$12

Afternoons, M. W. 3:10-4

Post-Graduate Works School Nursing

TEACHERS COLLEGE

525 West 120th Street

Subjects: English, a modern language, history, science, education, history of nursing and contemporary problems, principles of public health nursing, medical inspection and school nursing, teaching of health principles, educational hygiene, control of communicable diseases, sanitary science, food economics, home economics for family visitors, modern social problems and social legislation, introduction to social work (at the School of Philanthropy), recommended electives.

Admission requirements: Graduation from a registered nurses' training school

Credit: Certificate, or diploma and B. S. degree

About two years, beginning September or February

Post-Graduate Work: Education and Supervision in Public Health Nursing

TEACHERS COLLEGE

525 West 120th Street

Subjects: Education, teaching of health principles, teaching practice, organization and supervision of public health nursing, history of

PROFESSIONS

nursing and contemporary problems, principles of public health nursing, medical inspection and school nursing, control of communicable diseases, sanitary science, industrial hygiene, public health administration, modern social problems and social administration, home economics for family visitors, introduction to social work (at the School of Philanthropy), and recommended electives.

Admission requirements: Graduation from a registered nurses' training school

Credit: Certificate or diploma and B. S. degree

About two years, beginning September or February

Post-Graduate Work: Public Health Nursing

TEACHERS COLLEGE

525 West 120th Street

Subjects: English, modern language, history, science, history of nursing and contemporary problems, principles of public health nursing, fields of public health nursing, medical inspection and school nursing, control of communicable diseases, sanitary science, industrial hygiene, modern social problems and social legislation, home economics for family visitors, introduction to social work (at New York School of Philanthropy), and recommended electives.

Admission requirements: Graduation from a registered nurses' training school

Credit: Certificate or diploma and B. S. degree

About two years, beginning September or February

Subjects: Principles of public health nursing; course intended to give a general grasp of the problems in nursing where there is sickness with poverty, the measures to be followed in various types of families; the relation of the district nurse to the various other co-operating agencies will be considered.

Credit: 2 points

Fees: \$12

September 25 to February 4

Afternoons, M. 2:10-3; Mornings, Tu. for field work

February 5 to June 11

Afternoons, Tu. 2:10-3; Mornings, Th. for field work

Subjects: Fields of public health nursing; the principles of public health nursing are here applied to the more specialized fields of infant welfare work, tuberculosis nursing, industrial welfare and rural nursing.

Credit: 2 points

Fees: \$12

February 5 to June 11

Afternoons, F. 2:10-3; Mornings, F. for field work

Subjects: Medical inspection and school nursing; deals with school nursing in its relation to public health and the education of the child; opportunity for practice and observation is provided in the schools of New York.

Credit: 2 points

Fees: \$12

February 5 to June 11

Afternoons, F. 2:10-4; Mornings, Tu. at 9 for field work

Subjects: Control of communicable diseases; designed for nurses in public health work; deals with the methods of application by nurses of modern scientific medical knowledge in the prevention of disease.

Credit: 2 points

Fees: \$12

September 25 to February 4

Afternoons, F. 2:10-4

Subjects: Nursing in relation to municipal health work; this course is intended to give properly qualified graduate students an opportunity

PROFESSIONS

for the more detailed study and investigation of special phases of milk stations and infant welfare work, school nursing, the control of communicable diseases, and other nursing activities in the municipal health field.

Credit: 2 points
February 5 to June 11

Fees: \$12
Afternoons, F. 4:30-5:30

Subjects: Organization and supervision in public health nursing, practical problems of organization and supervision in the various forms of public health work in which large groups of nurses are brought together, visiting nurses' associations, divisions of nursing in state and city departments of health or of school nursing in the department of education.

Credit: 2 points
February 5 to June 11

Fees: \$12
Afternoons, M. 2:10-3

Post-Graduate Work: Teaching in Schools of Nursing

TEACHERS COLLEGE
625 West 120th Street

Subjects: Educational psychology, principles of teaching, history of education, teaching of nursing principles and methods, teaching in schools of nursing, teaching practice, history of nursing and contemporary problems, supervision in hospitals and training schools, chemistry, biology, bacteriology, sanitary science, modern social problems, and social legislation, and recommended electives.

Admission requirements: High school education and graduation from a registered nurses' training school

Credit: Certificate or diploma and B. S. degree *Fee:* About \$180 per year
Usually 2-3 years, but students are admitted for shorter periods.
Beginning September or February

Subjects: Teaching of nursing principles and methods.

Admission requirements: Graduation from a registered nurses' training school

Credit: 2 points *Fee:* \$12
February 5 to May 29 Mornings, Tu. Th. 11-12

Subjects: Teaching in schools of nursing. This course deals primarily with the curriculum of the nursing school and the use of text and reference books and other facilities.

Admission requirements: Graduation from a registered nurses' training school

Credit: 2 points *Fee:* \$12
September 25 to February 4 Mornings, Tu. Th. 11-12

Subjects: Teaching of health principles. With supplementary practice if desired.

Admission requirements: Graduation from a registered nurses' training school

Credit: 2 points *Fee:* \$12
February 5 to May 29 Mornings, M. W. 11-12

Post-Graduate Work

WYCKOFF HEIGHTS HOSPITAL
St. Nicholas Avenue, Brooklyn

Subjects: Operating room work.

Credit: Certificate
6 months. Applications received at any time

Allowance: \$14 per month

PROFESSIONS

SPECIAL COURSES IN THE FIELD OF NURSING

Massage and Mechano-Therapy

AXEL C. HALLBECK

181 West 87th Street

Subjects: Massage, Swedish movement, anatomy, physiology, pathology.

Credit: Certificate

6 months, beginning October 1, January 2, April 1 and July 1

Fee: \$150

Days: 9-3

Massage and Medical Gymnastics

NEW YORK SCHOOL OF MEDICAL GYMNASTICS AND MASSAGE

664 Lexington Avenue

Subjects: Anatomy, physiology, massage, medical gymnastics.

Credit: Certificate

5 months, beginning any time

Fee: \$100

Days: 9-4

Occupation Therapy

TEACHERS COLLEGE

525 West 120th Street

Subjects: Medical aspect of occupational and physical therapy; elements of psychology for teachers of occupation therapy. Methods of teaching occupation therapy. Design (including block printing); weaving (including simple rug making, netting, and dyeing); basketry (including chair caning and rush seating); elementary wood work; hammered metal, silversmithing and jewelry; clay modeling and pottery; hygiene and sanitation as applied to reconstruction work; special lectures.

A programme will be arranged for each student on the basis of her former preparation and experience. Those who have had previous training in arts and crafts may usually cover the required work in one term of four months, spending a good portion of this time in practical work in the hospital. The student without previous preparation would need a period of about eight months to make herself at all proficient in this field.

Fee: \$6 per point (15 lectures or 30 laboratory hours)

September 25 to February 4

February 5 to May 29

Occupational Therapy

WAR SERVICE CLASSES

680 Fifth Avenue

Subjects: Training for reconstruction aides who shall be eligible for government service. Crafts—weaving, modeling, toy making, wood carving, basketry, block printing, simple metal work, simple book binding, netting, knotting, etc. Medical lectures on mental and nervous states, orthopedics, personal hygiene, hospital ethics, and etiquette, practice teaching in various New York hospitals.

October 3 to January 31

Fee: \$65. Laboratory fee, including equipment, \$35

Days: M. Tu. W. Th. F. 9:30-5:30; S. 9:30-12:30

Occupations For Invalids

TEACHERS COLLEGE

525 West 120th Street

Subjects: Occupations—handwork, plays, games, etc., as a method of treatment in illnesses of various kinds. The psychological, social, economic and medical bearing of the subject, the relation of the patient's mental and physical limitations, two kinds of occupation prescribed, the relation of sex, age, former employment, etc., to the interests and

PROFESSIONS

capacities of patients, and the important factors of cost, wage-earning possibilities, and general environment to the organization of occupational work in private homes or institutions. Certain projects will be worked out in paper, leather, reed, cane, cord, wood, metal and other materials.

Credit: 2 points
February 5 to June 11

Fees: \$12
Afternoons, W. 3:10-6

Occupations for Invalids

NATIONAL LEAGUE FOR WOMEN'S SERVICE
259 Madison Avenue

Subjects: String work, knotting and net making, etc.; rug making; rake knitting; basketry, raffia, reed, native materials; chair seating, cane, rush; wood work with the jig saw and knife; novelties; lecture work on theory.

Credit: Certificate
7 weeks. Applications received at any time

Fees: \$25

Subjects: Special course in Fresian wood work.

Oral Hygiene

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: General and dental anatomy; physiology; dental histology, pathology; bacteriology and sterilization; school, personal and mouth hygiene; nutrition and dietetics; radiology. Practical instruction under experienced periodontists. Facilities for actual practice. Course prepares for State Board examinations.

Admission requirements: One year's high school training or equivalent. Age, at least 18 years. References
September 25 to February 1
February 3 to June 1

Fee: \$75 each session

Physical Therapy

TEACHERS COLLEGE
525 West 120th Street

Subjects: Applied anatomy, hygiene with reference to war time conditions, abnormal psychology, actual practical work in the New York Orthopedic Hospital.

Admission requirements: Age 25 to 40. Some previous work in physical training
September 25 to February 4

Fee: \$90

The course will probably be repeated in the spring session.

Special Courses in Public Health Nursing

TEACHERS COLLEGE
525 West 120th Street
(In co-operation with Henry Street Nurses' Settlement)

Subjects: Lectures and class work, practical experience in actual work in homes.

Admission requirements: Graduation from a registered nurses' training school
Credit: Certificate
September 25 to May 29

The Henry Street Settlement offers 15 scholarships of \$300 each for students in this course.

PROFESSIONS

Subjects: Introduction to the public health nursing field. Lectures and class work, 4-6 hours weekly, conference work 4 hours, practical training in the district, about 33 hours.

Admission requirements: Course open to undergraduate nurses from registered training school as a part of the regular training school course

The Henry Street Settlement offers a number of scholarships covering full cost of maintenance and tuition.

4 months, beginning September 25 or February 5

Subjects: A similar arrangement has been made for students who are especially interested in preparing for hospital social service. The practical work will be carried on in connection with hospitals and clinics under the general direction of social service workers connected with the New York Conference on Hospital Social Service.

Trained Attendance

BALLARD SCHOOL, CENTRAL BRANCH, Y. W. C. A.
610 Lexington Avenue

Subjects: Lectures, demonstrations, invalid cooking, and assigned practice work.

Admission requirements: Age 20-40. High school education or entrance examination

Credit: Certificate

Fee: \$35

11 weeks, beginning October 7, January 6, March 24, July 7

Mornings, M. Tu. W. Th. F. 9:30-11 or 11:15-1

Attendant Nursing

MONTEFIORE HOME AND HOSPITAL
Gun Hill Road and Bainbridge Avenue

Subjects: A thorough course in medical and surgical nursing.

Admission requirements: Age 18.

Credit: Diploma

18 months, beginning any time

Allowance: \$12 the first four months, then \$15

Attendant Nursing

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF BROOKLYN
276 Schermerhorn Street, Brooklyn

Subjects: Hygiene, practical care of patients, obstetrics, care of infants and children, emergencies, invalid cookery.

Admission requirements: Age 21 to 40. Test in reading, writing and arithmetic. Physical examination

Credit: Certificate

Fee: \$16 for evening course, \$24 for day course

Applications received at any time

Mornings, M. Tu. W. Th. F. 2-hour session

Evenings, M. W. F. 7:45-9:15

X-Ray

HUNTER COLLEGE
Park Avenue and 68th Street

Subjects: Anatomy, physics, x-ray theory and practice, hospital observation, reading of plates, French conversation for those preparing for service in France.

September 30 to January 31
February 3 to May 31

Fee: \$75

Afternoons and evenings

PROFESSIONS

X-Ray

WAR SERVICE COURSES
755 Park Avenue

Subjects: Anatomy, bacteriology, hygiene, physiology, x-ray technique, hospital practice.

8 months, beginning October 15

Days, 9-6

PHARMACY

Pharmacy

THE BROOKLYN COLLEGE OF PHARMACY
265 Nostrand Avenue

Subjects: First year: Inorganic pharmaceutical chemistry, qualitative analysis, quantitative analysis, botany, materia medica, pharmaceutical arithmetic, physiology, microscopy, physics, pharmaceutical Latin, principles of pharmacy, manufacture of simple pharmaceutical preparations. Second year: Organic pharmaceutical chemistry, organic materia medica, pharmacognosy, practical pharmacy, dispensing pharmacy, pharmaceutical jurisprudence, commercial pharmacy, drug assaying, manufacturing chemistry, toxicology, posology.

Admission requirements: Age 17. Pharmacy student, qualifying certificate of the New York—State Education Department. Apprentice certificate of the New York State Board of Pharmacy representing 2 years of high school or equivalent
Credit: Degree of Graduate in Pharmacy
Fee: \$100 each year
September 23 to May 15

Subjects: Advanced course. Practical laboratory work in pharmacy, chemistry, microscopy, pharmacognosy, reference reading on assigned subjects, application to the thorough testing of food and drugs.

Admission requirements: Graduation from a registered college of pharmacy
Credit: Degree of Master of Pharmacy
Fee: \$100
September 23 to May 12
Alternate days each week

Pharmacy

THE COLLEGE OF PHARMACY OF THE CITY OF NEW YORK
115 West 68th Street

College Course

Subjects: First year: Physics, chemistry, general pharmaceutical and analytical theory of pharmacy, pharmaceutical Latin, practical pharmacy, dispensing pharmacy, pharmaceutical accounting, physiology, botany, vegetable histology, toxicology. Second year: Organic, pharmaceutical and medical chemistry; analytical chemistry, practical pharmacy, dispensing pharmacy, pharmaceutical jurisprudence, materia medica, toxicology, microscopic pharmacognosy.

Credit: Degree of Graduate in Pharmacy
2 years, beginning September 25

Fee: \$125 per year
3 days each week

University Course

Subjects: In addition to the subjects of the college course this course consists of general biology, practical physics, advanced work in chemistry and pharmacy, food analysis and toxicology, plant analysis, technical microscopy, bacteriology and human physiology.

Admission requirements: High school education or equivalent
Credit: Degree of Pharmaceutical Chemist at end of third year; B. S. degree at end of fourth year
Fee: \$145 per year
3 or 4 years, beginning September 25

PROFESSIONS

Graduate Course

Subjects: Chemistry, materia medica, pharmacy, pharmaceutical education, optional work.

Admission requirements: B. S. degree

Credit: Degree of Doctor of Pharmacy
2 years, beginning September 25 or February 5

Fee: \$145 per year

Evening Courses

Subjects: Chemistry: Chemical analysis of urine, qualitative analysis, volumetric and gravimetric analysis, food and drug analysis, chemical examination of water. Subjects may be taken separately.

Credit: Certificate
September 23 to February 4
February 5 to May 29

Fee: \$15 per semester for each subject
Evenings, F. 7:30-10:30

Subjects: Pharmacy: Pharmaceutical manufacturing, elementary and advanced pharmacy, pharmacy of the newer remedies.

September 23 to February 4
February 5 to May 29

Fee: \$15 per semester for each subject
Evenings, Th. 7:30-10:30

Subjects: Materia medica: Microscopical pharmacognosy, microanalysis of food products, principles and practice of bacteriology, bacterial examination of water.

September 23 to February 4
February 5 to May 29

Fee: \$15 per semester for each subject
Evenings, W. 7:30-10:30

SCIENTIFIC WORK

BACTERIOLOGY

Bacteriology

THE COLLEGE OF THE CITY OF NEW YORK
139th Street at Convent Avenue

Subjects: Bacteriology of pathogenic microorganisms for dentists. Course planned to be of practical value to dentists, prospective students of medicine and laboratory assistants.

Admission requirements: A general course in bacteriology

Fee: \$2.50 per hour per week per term; free to matriculated students
October to February Evenings, M. 7:30-11:06, W. 7:30-10:13
February to June

Subjects: Bacteriology and sanitation of foods, a brief study of the methods of production, handling, preservation, inspection and sanitation of all the common foods, various forms of decomposition, sterilization, etc. Course of value to those interested in the production, sale and inspection of pure foods, and especially to city, state and federal food inspectors.

Fee: \$2.50 per hour per week per term; free to matriculated students
October to February Tu. 7:30-9:18, F. 7:30-11:06
February to June

Bacteriology

HUNTER COLLEGE
Park Avenue and 68th Street

Subjects: Bacteriological technique; clinical pathology, industrial bacteriology.

Credit: 2 points
September 30 to January 31
February 3 to May 31

Fees \$5
Afternoons, M. Tu. 4-6

Bacteriology

NEW YORK CITY DEPARTMENT OF HEALTH
Course given at the New York University and Bellevue Medical College

Subjects: In response to a request from the Surgeon General's Office of the War Department for laboratory assistants trained in bacteriological work for immediate service in laboratories connected with camps and hospitals, this special three months' course is offered.

3 months, beginning September 4

Fees \$75
Days, 9-5

Bacteriology

TEACHERS COLLEGE
525 West 120th Street

Subjects: Elementary microbiology (including bacteriology), bacteria, moulds, yeasts, and other microorganisms which affect everyday life; the bacteriological problems of personal and public hygiene and sanitation.

Credit: 2 points
September 25 to February 4

Fee: \$12
Mornings, S. 8:30-12:30

Subjects: Advanced bacteriology applied to practical art.

Credit: 4 to 8 points
September 25 to February 4
February 5 to May 29

Fee: \$24 or \$48
Hours to be arranged

SCIENTIFIC WORK

Post-Graduate Work in Bacteriology

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Courses in general, advanced and special bacteriology, the principles of infection, immunity, serum diagnosis, therapy, clinical bacteriology, clinical serology, research in bacteriology.

Credit: 2 to 9 points per course
September 25 to February 4
February 5 to May 29

Fee: \$6 per point

Post-Graduate Work in Bacteriology

NEW YORK UNIVERSITY
University Heights

Subjects: Courses in general bacteriology and immunology, applied bacteriology and hygiene. Practical work in sanitation. The relation of bacteriology to the prevention of disease. Research in bacteriology and hygiene.

Credit: 2 to 4 points
September 25 to February 1
February 3 to May 31

Fee: \$12 to \$24

BIOLOGY

Biology

THE COLLEGE OF THE CITY OF NEW YORK
139th Street and St. Nicholas Terrace

Subjects: General biology. A fundamental course in the principles of biologic science with laboratory exercises in zoology and botany.

Credit: 4 points

Fee: Based on \$2.50 per hour per week per term

October 1 to February 10
February 10 to June 2

Free to matriculated students
Evenings, 7:30-10:13

Biology

NEW YORK UNIVERSITY
Washington Square

Subjects: General principles of zoology; an introduction to the study of animals. The great principles which underlie the phenomena of growing things.

Credit: 4 points
September 25 to May 31

Fee: \$24
Mornings, S. 11:15-1:15

Subjects: Principles of organic evolution.

Credit: 4 points
September 25 to May 31

Fee: \$24
Mornings, S. 9:15-11:15

Biology

TEACHERS COLLEGE
525 West 120th Street

Subjects: Introduction to biology. An elementary study of general biology, especially in its physiological aspect.

Credit: 4 points
September 25 to February 4

Fee: \$24
Afternoons, Tu. Th. 2:10-5

Subjects: Biology for sex education. A series of 15 lectures and laboratory demonstrations, dealing with the anatomical, physiological,

SCIENTIFIC WORK

embryological and bacteriological facts of biology which are necessary for understanding sex education.

Credit: 1 point
February 5 to May 29

Fee: \$6
Afternoons, M. 5:10-6

Subjects: Biology and social work. Leading facts and generalizations of biology, evolution, heredity, embryology, and general physiology, which have important bearing upon education and social work.

Credit: 2 points
February 5 to May 29

Fee: \$12
Afternoons, M. W. 3:10-4

Botany

ADELPHI COLLEGE
Lafayette Avenue, Brooklyn

Subjects: General botany; the study of the natural history of plant groups from algae through seed plants, plant structure, distribution, genetic relationships, and the evolution of the plant kingdom.

Credit: 6 points
September 23 to June 6

Fee: \$30

Subjects: Plant anatomy; the tissues of plants from the standpoint of function. Methods in plant histology.

Credit: 3 points
September 23 to February 4

Fee: \$75

Subjects: Plant physiology; the functions of plants; experiments on the responsive behavior of plant organisms to light, gravity, water, and other factors of their environment.

Credit: 3 points
February 4 to June 6

Fee: \$15

Botany

BARNARD COLLEGE
Morningside Heights

Subjects: Principles of the morphology and physiology of plants. Two lectures and four hours of laboratory work.

Credit: 8 points
September 25 to May 29

Fee: \$82.50
Mornings, M. W. F. 10-11 and laboratory

Subjects: Comparative morphology and development of plants, study of types. Two lectures and four or six hours of laboratory work.

Credit: 8 or 10 points
September 25 to May 29

Fee: \$82.50 or \$102.50
Mornings, Tu. and Th. 10-11 and laboratory

Subjects: Structure and relationship of flowering plants. One hour lecture or conference and four or six hours of laboratory work.

Admission requirements: A course in general botany.

Credit: 6 or 8 points
September 25 to May 29

Fee: \$62.50 or \$82.50
Afternoons, Th. at 3

Subjects: Bacteria and ferment fungi. Two lectures, six hours of laboratory work.

Admission requirements: 2 years' work in botany and some knowledge of chemistry

Credit: 10 points
September 25 to May 29

Fee: \$105
Afternoons, Tu. and Th. 4-5, M. W. F. 1-5

SCIENTIFIC WORK

Subjects: Physiological anatomy of vascular plants. Two lectures, six hours of laboratory work.

Credit: 5 points

September 25 to February 4

Fee: \$52.50

Mornings, Tu. and Th. 11-12, W. 9-12
Afternoons, M. Tu. Th. 1-4

Subjects: Physiology of plants from standpoint of growth. Two lectures and at least six hours of laboratory work.

Credit: 5 points

February 5 to May 29

Fee: \$52.50

Mornings, Tu. and Th. 11-12, W. 9-12

Subjects: Structure and development of algae. Advanced course. One lecture and six or eight hours of laboratory work.

Credit: 4 or 5 points

February 5 to May 29

Fees: \$42.50 or \$52.50

Hours to be arranged

Subjects: Structure and development of fungi. Advanced course. One lecture and six or eight hours of laboratory work.

Credit: 4 or 5 points

September 25 to February 4

Fees: \$42.50 or \$52.50

Hours to be arranged

Subjects: Embryology and laboratory methods. Practice in methods of technique, with the study of embryology of one or more types. Eight hours of laboratory work with occasional lectures and outside reading.

Credit: 4 points

February 5 to May 29

Fee: \$42.50

Hours to be arranged

Subjects: Advanced physiology and morphology. Work will be arranged to suit the needs of the student and credit will be given according to the amount accomplished.

Botany

THE COLLEGE OF THE CITY OF NEW YORK
St. Nicholas Terrace and 139th Street

Subjects: Applied botany; the important plants used in the arts and industries; field work including visits to mills and factories.

Credit: 3 points

October 1 to February 10

February 10 to June 2

Fee: \$2.50 per hour per week per term; free to matriculants

Evenings, 7:30-10:15

Botany

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Nature and development of plants. Course planned for pre-medical students.

Credit: 4 or 8 points

September 25 to February 4

February 5 to May 29

Fee: \$24 or \$48

Afternoons, M. Th. 4-6:30

Subjects: General botany.

Credit: 2 or 4 points

September 25 to February 4

February 5 to May 29

Fee: \$12 or \$24

Afternoons, S. 1:10-4

Subjects: Edible and poisonous fungi.

Credit: 2 or 4 points

September 25 to February 4

February 5 to May 29

Fee: \$12 or \$24

Afternoons, S. 2:10-4

SCIENTIFIC WORK

Botany

HUNTER COLLEGE
Park Avenue and 68th Street

Subjects: Systematic and economic botany.

Credit: 2 points
September 30 to January 31
February 3 to May 31

Fee: \$5
Evenings, M. W. 7-8:20

Post-Graduate Work in Botany

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Courses in plant physiology, structure and development of plants, morphology of the higher plants, mycology, cytology, plant electrophysiology, advanced morphology, research courses.

Credit: 2 to 8 points per course
September 25 to February 4
February 5 to May 29

Fee: \$6 per point of credit

Post-Graduate Work in Botany

NEW YORK UNIVERSITY
University Heights

Subjects: By the terms of a cooperative agreement between New York University and the Brooklyn Botanic Garden, graduate courses in botany may be taken under the guidance of members of the garden staff who are also officers of instruction in the Graduate School of the University, and properly qualified students registered for such classes have the privilege of using the laboratories, library, and plant collections of the Garden.

Zoology

ADELPHI COLLEGE
Lafayette Avenue, Brooklyn

Subjects: Invertebrate zoology; the structure, habits, and distribution of invertebrate animal life. Or general zoology of vertebrate animals, with a critical study of a typical mammal.

Credit: 6 points
September 25 to June 6

Fee: \$30

Subjects: Histology; the microscopic study of mammalian tissues. Practice and microtechnique.

Credit: 3 points
September 23 to February 4

Fee: \$15

Subjects: Embryology. A study of germ and tissue cells. Fertilization and embryonic development.

Credit: 3 points
February 4 to June 6

Fee: \$15

Zoology

BARNARD COLLEGE
Morningside Heights

Subjects: General biology and general zoology. Elementary course.

Credit: 8 points
September 25 to May 29

Fee: \$80
Afternoons, Tu. Th. 1-4

Subjects: Histology.

Credit: 2 points
September 25 to February 4

Fee: \$20
Mornings, W. 9-12

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Subjects: Embryology.

Credit: 2 points
February 4 to May 29

Fee: \$20
Mornings, W. 9-12

Subjects: Practical zoology and embryology.

Credit: 4 points
September 25 to February 4
February 5 to May 29

Fee: \$40
Hours to be arranged

Subjects: General zoology. Advanced course.

Credit: 12 points
September 25 to February 4

Fee: \$120
Mornings, M. W. F. 9-12

Zoology

THE COLLEGE OF THE CITY OF NEW YORK
St. Nicholas Terrace and 139th Street

Subjects: Vertebrate zoology; a comparative study of the anatomy of various vertebrates. Laboratory technique.

Credit: 3 points
October 1 to February 10

Fee: \$2.50 per hour per week per term
Free to matriculated students

Subjects: Histology; microscopic study of various tissues and organs of vertebrates, microscopical technique.

Credit: 3 points
October 1 to February 10
February 10 to June 2

Fee: \$2.50 per hour per week per term
Free to matriculated students
Evenings, 7:30-10:13

Zoology

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Elementary biology and zoology.

Credit: 2 to 4 points
September 25 to February 4
February 5 to May 29

Fee: \$12 or \$24
Afternoons, S. 1:45-4:30

Zoology

HUNTER COLLEGE
Park Avenue and 68th Street

Subjects: A general introductory course.

Credit: 3 points
September 30 to January 1
February 3 to May 31

Fee: \$7.50
Evenings, Tu. Th. 7-8:30

Post-Graduate Work in Zoology

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Courses in general zoology, comparative embryology of vertebrates, the parasitic protozoa, general physiology, morphology and evolution of special groups, protozoology, experimental zoology, special research.

Credit: 3 to 5 points per course
September 25 to February 4
February 5 to May 29

Fee: \$6 per point

Post-Graduate Work in Zoology

NEW YORK UNIVERSITY
University Heights

SCIENTIFIC WORK

Subjects: Laboratory courses in comparative anatomy and research in zoology. Research in anatomy and research in human anatomy.

CHEMISTRY

Chemistry

ADELPHI COLLEGE
Lafayette Avenue, Brooklyn

Subjects: General chemistry; non-metallic elements; matter and energy, the laws of chemical combination, atomic theory, gaseous elements, classification of elements; metallic elements; brief introduction to the simpler organic compounds.

Credit: 8 points

Fee: \$40

Extension course beginning October 6

September 23 to June 6

Mornings, S. 9-12

Credit: 6 points

Fee: \$30

October 6 to June 6

Subjects: Qualitative analysis. Systematic study of the separation and the identification of the metallic elements. Tests for the acid radicals and their separation. Analysis of solutions containing mixtures of pure salt, of simple salt, and of commercial substances.

Credit: 4 or 8 points

Fee: \$20 or \$40

September 23 to February 4

February 4 to June 6

Subjects: Quantitative analysis. Use of the balance, calibration of weights and measuring instruments, study of quantitative methods used in the analysis of such substances as silver nitrate, barium chloride, etc.

Credit: 4 points

Fee: \$20

September 23 to February 4

Subjects: Advanced quantitative analysis; commercial products such as ores, cements, fats and oils, paints and pigments, water, boiler scale, flue gases, sugar, fertilizers, soap, rubber. Electrolytic methods for the analysis of alloys.

Credit: 8 points

Fee: \$40

September 23 to June 6

Subjects: Volumetric analysis; calibration, study of molar, normal and standard solutions; acidimetry and alkalimetry; oxidation processes involving the use of potassium permanganate, dichromate, iodine, etc.; precipitation processes.

Credit: 4 points

Fee: \$20

September 23 to February 4

Subjects: Organic chemistry.

Credit: 4 or 8 points

Fee: \$20 or \$40

September 23 to February 4

February 4 to June 6

Chemistry

BARNARD COLLEGE
Morningside Heights

Subjects: General inorganic chemistry. Three lectures and two and one-half hours of laboratory work. Students intending to enter a

SCIENTIFIC WORK

medical school should take this course with five hours of laboratory work.

Credit: 8 or 10 points
September 25 to May 29

Fee: \$85 or \$107.50
Mornings, M. W. F. 11-12
Afternoons, M. Tu. W. or Th. 2-4:30

Subjects: Qualitative analysis. Three lectures and six hours of laboratory work.

Admission requirements: General inorganic chemistry
Credit: 6 points
September 25 to February 4

Fee: \$67.50
Mornings, Tu. and Th. 10-11
Afternoons, F. 1-2, Tu. and Th. 1-5

Subjects: Quantitative analysis. Three lectures and six hours of laboratory work.

Admission requirements: General inorganic chemistry and qualitative analysis
Credit: 6 points
September 25 to February 4

Fee: \$67.50
Mornings, Tu. Th. 10-11;
Afternoons, F. 1-2, Tu. Th. 1-5

Subjects: Advanced course in quantitative analysis. One lecture and six hours of laboratory work.

Admission requirements: Qualitative and quantitative analysis
Credit: 8 points
September 25 to May 29

Fee: \$100
Afternoons, Tu. Th. 1-5

Subjects: Organic chemistry. Three lectures and at least six hours of laboratory work.

Admission requirements: General inorganic chemistry
Credit: 12 points
September 25 to May 29

Fee: \$140
Mornings, Tu. Th. 9-10
Afternoons, F. 2-3 and M. Tu. W. 2-5

Subjects: Elementary organic chemistry. Short course, intended primarily for pre-medical students. Three lectures and at least six hours of laboratory work.

Credit: 6 points
February 5 to May 29

Fee: \$70
Mornings, Tu. Th. 10-11
Afternoons, F. 3-4 and Tu. W. 1-5

Subjects: Organic chemistry, advanced course. Three lectures and at least six hours of laboratory work.

Admission requirements: General inorganic chemistry, organic chemistry, qualitative and quantitative analysis
Credit: 12 points
September 25 to May 29

Fee: \$140
Afternoons, M. W. F. 1-2 and laboratory

Chemistry

THE COLLEGE OF THE CITY OF NEW YORK
139th Street at Convent Avenue

Subjects: Descriptive chemistry; a general course primarily in organic chemistry, essentially based on the natural system, but involving the most modern concept of physical chemistry. Introduction to the carbon compounds, and to readings in the history of chemistry.

Credit: 6 points
October 1 to February 10
February 10 to June 2

Fee: Based on \$2.50 per hour per week for term 16 weeks
Free to matriculated students
Evenings, Tu. Th. 7:30-9:18 or 11:06

Subjects: Qualitative analysis. Principles involved in the detection of unknown substances. Also advanced course.

Credit: 3 points
October 1 to February 10
February 10 to June 2

Fee: \$2.50 per hour per week per term
Free to matriculated students
Evenings, 7:30-10:13 and 7:30-11:06

Subjects: Quantitative analysis; typical analyses of substances in the

SCIENTIFIC WORK

division of the subject are performed to give a training in the accurate determination of the quantity of an element or compound present in a substance, by both gravimetric and volumetric methods. Also advanced course.

Credit: 3 points
October 1 to February 10
February 10 to June 2

Fee: Based on \$2.50 per hour per week per term
Free to matriculated students
Evenings, 7:30-11:06

Subjects: Organic chemistry; fundamental principles involving the chemistry of carbon compounds.

Credit: 3 points
October 1 to February 10
February 10 to June 2

Fee: \$2.50 per hour per week per term
Free to matriculated students
Evenings, 7:30-9:18 and 7:30-11:06

Subjects: Physical chemistry. Standardization of apparatus, thermostats, determinations of molecular weights, viscosity, index of refraction, vapor pressure, velocity of reaction, etc. Special experiments for students who desire to prepare for a particular form of work.

Credit: 3 points
October 1 to February 10
February 10 to June 2

Fee: \$2.50 per hour per week per term
Free to matriculated students
Evenings, 7:30-11:06, 7:30-10:16

Subjects: Electro-chemistry; theoretical and industrial electro-chemistry, laboratory practice in conductivity, electrolysis, electroplating, electro-analysis, etc.

Credit: 3 points
October 1 to February 10
February 10 to June 2

Fee: \$2.50 per hour per week per term
Free to matriculated students
Evenings, 7:30-11:06, 7:30-10:16

Chemistry

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: General chemistry; elementary course for students beginning the study of chemistry.

Credit: 2, 4 or 8 points
September 25 to February 4
February 5 to May 29

Fee: \$12, \$24 or \$48
Afternoons, S. 2-4
Evenings, Tu. F. 7-9:50

Subjects: Technical, analytical chemistry for persons actively engaged in analytical laboratories.

Credit: 3½ or 7 points
September 25 to February 4
February 5 to May 29

Fee: \$21 or \$42
Evenings, Tu. F. 7-9:50

Subjects: General inorganic chemistry. This course presupposes a knowledge of general chemistry. Particular reference to a greater knowledge of descriptive chemistry and a more advanced discussion of general principles.

Credit: 5 points
September 25 to February 4 or
February 5 to May 29

Fee: \$30
Evenings, Tu. W. F. 7-9:50

Subjects: Qualitative analysis.

Credit: 5 or 9 points
September 25 to February 4
February 5 to May 29

Fee: \$30 or \$54
Evenings, Tu. W. F. 7-9:50

Subjects: Organic chemistry. A brief survey of the more important classes of organic compounds.

Credit: 6 points
September 25 to May 29

Fee: \$36
Evenings, Tu. F. 7-9:15

SCIENTIFIC WORK

Chemistry

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Separate courses as follows: In inorganic chemistry and qualitative analysis; experimental inorganic chemistry, chemistry of colloids, the phase rule, laboratory administration, theories of solutions, special topics, the history of chemistry. In mineralogy: crystal constants and crystalline structures, minerals used in the chemical industries, optical mineralogy, economic mineralogy, determining the optical constants of crystals, physical crystallography. In physical chemistry: experimental physical chemistry, photo chemistry, physical chemistry. In organic chemistry: elementary and advanced lecture and laboratory courses, analytical and synthetic. In analytical chemistry: quantitative and qualitative analysis, elementary and advanced courses.

Beginning September 25 or February 5

Fee: \$6 per point of credit

Chemistry

COOPER UNION
Cooper Square

Subjects: First year: Qualitative analysis. Metals and their common salts. Second year: Qualitative analysis. Special tests for bases and acids. Third year: Qualitative and quantitative analysis. Commercial articles, gas analysis, volumetric and gravimetric analysis. Physics. Fourth year: Quantitative analysis. Special attention to methods used in commercial laboratories and factories. Fifth year: Organic chemistry. Analysis and synthesis. Sixth year: Physical chemistry. Special work in organic or inorganic chemistry.

Admission requirements: Examination in algebra, geometry, English and elementary chemistry. Fitness to undertake the work of the course. Preference given to applicants with previous technical training

Credit: B. S. degree and the Cooper Medal
6 years, beginning September 23

Laboratory fee: \$15 per year
Evenings, M. Tu. W. Th. F. 7:30-9:30

Chemistry

HUNTER COLLEGE
Park Avenue and 68th Street

Subjects: Elementary and industrial chemistry.

Credit: 3 or 6 points
September 30 to January 31
February 3 to May 31

Fee: \$7.50 or \$15
Evenings, M. Tu. W. Th. F. 5-7

Chemistry

NEW YORK UNIVERSITY
Washington Square

Subjects: General chemistry. This course is given at the Flower Hospital to satisfy the requirements of the medical preparatory course.

Credit: 8 points
September 25 to May 31

Fee: \$48
Afternoons, M. 1-3 and M. W. 3-5

Subjects: General chemistry. Inorganic elements and compounds, the physico-chemical sources which cause the various reactions among inorganic substances.

Credit: 4 points
September 25 to February 1
February 3 to May 31

Fee: \$24
Evenings, Tu. 7:30-9:30
Afternoons, W. 4-6

SCIENTIFIC WORK

Subjects: Inorganic experimentation. A laboratory course.

Credit: 4 points
September 25 to February 1
February 3 to May 31

Fee: \$24
Afternoons, Th. F. 4-6

Subjects: Qualitative analysis. Analysis of all inorganic material. Advanced course; ordinary scheme of qualitative analysis, tests for the rarer elements, practice in spectroscopic analysis and dry analysis.

Credit: 4 points
September 25 to February 1
February 3 to May 31

Fee: \$24
Afternoons, Th. F. 4-6
Hours for advanced course to be arranged

Subjects: Quantitative analysis.

Admission requirements: A course in qualitative analysis

Credit: 4 points
September 25 to February 1
February 3 to May 31

Fee: \$24
Hours to be arranged

Subjects: Organic chemistry. The carbon compounds, aliphatic and aromatic elements, and the compounds of nitrogen. A thorough study of the organic world.

Credit: 2 or 4 points
September 25 to February 1
February 3 to May 31

Fee: \$12 or \$24
Afternoons, Tu. 4-6

Subjects: Organic synthesis. The preparation of a number of typical organic compounds and the study of important organic reactions.

Admission requirements: Qualitative and quantitative analysis

Credit: 4 points
September 25 to February 1
February 3 to May 31

Fee: \$24
Hours to be arranged

Chemistry

TEACHERS COLLEGE
525 West 120th Street

Subjects: General chemistry. An elementary course. Illustrative materials taken as far as possible from the field of industrial and household science. Properties of the more common and useful substances.

Credit: 4 or 8 points
September 25 to February 4
February 5 to May 29

Fee: \$24 or \$48
Morning and afternoon sessions

Biological Chemistry

TEACHERS COLLEGE
525 West 120th Street

Subjects: Physiological chemistry. Cellular nutrition; chemical constituents of cells, chemistry of foods, digestion, absorption, assimilation, tissues, and excretions. Advanced course for graduate students.

Admission requirements: Courses in general and organic chemistry

Credit: 4 points
September 25 to February 4 or

Fee: \$24
Mornings, M. F. or Tu. Th. 10-11:50

Subjects: Biochemistry of nutrition in disease. Chemical facts pertaining to abnormal nutritional processes.

Credit: 1 point
February 5 to May 29

Fee: \$6
Afternoons, M. 5:10-6

Subjects: Methods of biochemical analysis. Experimental work in general nutrition.

Credit: 4 points
February 5 to May 29

Fee: \$24
Mornings, Tu. 9-10
Laboratory hours arranged

SCIENTIFIC WORK

Subjects: Research work in biological chemistry for graduate students.
February 5 to May 29

Food Chemistry

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Chemistry of food and nutrition.

Admission requirements: A course in organic chemistry

Credit: 3 points

September 25 to February 4

February 5 to May 29

Fee: \$18

Subjects: Food analysis; descriptive and analytical chemistry of the principle constituents of food, some of the more important enzymes connected with the utilization of food, analysis of commercial food products.

Admission requirements: A course in organic chemistry and quantitative analysis

Credit: 4 points

February 5 to May 29

Fee: \$24

Subjects: Organic analysis, general and industrial. Interpretation of the analytic results.

Admission requirements: A course in general inorganic chemistry, organic chemistry and quantitative analysis

Credit: 4 points

September 25 to February 4

Fee: \$24

Subjects: Seminar and research in food chemistry.

Household Chemistry

ADELPHI COLLEGE
Lafayette Avenue, Brooklyn

Subjects: Production, properties and use of foods, textiles, soaps; illumination, ventilation and heating; fermentation processes, paints, varnishes, glass, porcelain, pottery, rubber.

Credit: 4 points

Fee: \$20

Extension course.

October 6 to February 4

February 4 to June 6

Fee: \$15 for each half-year
Mornings, S. 9-12

Household and Organic Chemistry

TEACHERS COLLEGE
525 West 120th Street

Subjects: Food industries. The preparation of the various staple foods. Processes of preserving. Adulteration and substitution.

Admission requirements: A course in general chemistry

Credit: 3 points

September 25 to February 4 or

February 5 to May 29

Mornings, M. F. or Tu. Th. 10-11:50

Fee: \$18

Subjects: Household and organic chemistry. Composition, properties and purification of water. Effect of cooking utensils on the food product. Economy of fuels. Testing of food materials, soaps, polishes, etc. Special course for advanced students.

Credit: 4 points

September 25 to February 4 or

February 5 to May 29

Fee: \$24
Mornings, M. F. 9-11:50 or
W. 9-11:50 and F. 2-10:5

SCIENTIFIC WORK

Subjects: Organic chemistry. Designed for students who intend to specialize in biological chemistry, cookery and nutrition.

Credit: 4 points
September 25 to February 4

Fee: \$24
Mornings, Tu. Th. 9-11:50

Subjects: Textile chemistry. Identification of fibres and substitute material. Cleansing, laundering and dyeing.

Credit: 1 point
September 25 to February 4 or
February 6 to May 29

Fee: \$6
Mornings, W. 10-11:50 or
Afternoons, Th. 2:10-4

Industrial Chemistry

ADELPHI COLLEGE
Lafayette Avenue, Brooklyn

Subjects: Industrial chemistry. Inorganic industries; sulphuric, nitric, hydrochloric acids; the soda industries, fuels, chlorine, ammonia, lime and cement, glass and the ceramic industries, etc. Organic industries; destructive distillation of wood and coal, leather, paper, glue, fermentation industries, soap, mineral, animal and vegetable oils, textile industries, explosives.

Credit: 3 or 6 points
September 23 to February 4
February 4 to June 6

Fee: \$15 or \$30

Industrial Chemistry

BROOKLYN EVENING TECHNICAL AND TRADE SCHOOL
7th Avenue, Brooklyn

Subjects: A two years' course. During the first year, a laboratory study of general chemistry is given. During the second year, a course in qualitative analysis is given, followed by an opportunity to specialize along the lines in which the student is interested.

Admission requirements: Graduation from grammar school and employment during the day in some regular occupation

Credit: Diploma
60 nights, beginning Sept. 16

Fee: None
Two evenings, M. T. or W. Th.

Post-Graduate Work in Chemistry

NEW YORK UNIVERSITY
University Heights

Subjects: Laboratory courses in qualitative analysis, quantitative analysis, organic synthesis, organic analysis, advanced inorganic preparation, technical analysis, physical, chemical experimentation. Lecture and seminar courses in physical chemistry, special chapters of organic chemistry, chemistry of dye stuffs, chemistry of the rare and common metals, history of chemistry, colloid chemistry, the dissociation theory, theory of analytical chemistry, theory of industrial chemistry, advanced inorganic chemistry, biological chemistry.

Credit: 4 points for each course
September 25 to May 31

Fee: \$24 per course
Afternoons, 4-6. Days to be arranged

PHYSICS

ADELPHI COLLEGE
Lafayette Avenue, Brooklyn

Subjects: General physics, properties of solids, liquids, and gasses, and the study of sound, light, and heat.

Credit: 4 or 8 points
September 23 to February 4
February 4 to June 6

Fee: \$20 or \$40

SCIENTIFIC WORK

Subjects: Electricity.

Credit: 4 points
September 23 to February 4

Fee: \$20

Subjects: Mechanics and methods.

Credit: 4 points
February 4 to June 6

Fee: \$20

Subjects: Sound, light and heat.

Credit: 3 points
September 23 to February 4

Fee: \$15

Subjects: Modern theories of matter and electricity, with applications to electrolysis and electrolytic conduction.

Credit: 4 points
September 23 to February 4

Fee: \$20

Subjects: Technical electricity. Dynamos and motors, lighting and power.

Credit: 4 points
February 4 to June 6

Fee: \$20

Physics

BARNARD COLLEGE
Morningside Heights

Subjects: Elementary course in general physics. 3 hours of lectures and discussions and 2 hours of laboratory work.

Credit: 8 points
September 25 to May 29

Fee: \$80
Mornings, M. W. F. 11-12

Subjects: General physics. Students intending to enter medical school must take this course with three hours of laboratory work. 2 hours of lectures, 1 hour of discussion, and 2 or 3 hours of laboratory work.

Credit: 8 or 9 points
September 25 to May 29

Fee: \$80 or \$90
Mornings, Tu. Th. 11-12
Afternoons, F. 2-3

Subjects: Mechanics, 3 hours, and 2 to 4 hours of laboratory work. Lectures and discussions.

Credit: 4 or 5 points
September 25 to February 4

Fee: \$40 or \$50
Mornings, M. W. F. 9-10

Subjects: Heat and properties of matter. 3 hours, lectures and discussions, and 2 to 4 hours of laboratory work.

Credit: 4 or 5 points
February 5 to May 29

Fee: \$40 or \$50
Mornings, M. W. F. 9-10

Subjects: Sound. 3 hours, lectures and discussions, and 2 hours of laboratory work to be arranged.

Credit: 4 points
September 25 to February 4

Fee: \$40

Subjects: Light. 3 hours of lectures and discussions and 2 hours of laboratory work to be arranged.

Credit: 4 points
February 5 to May 29

Fee: \$40

Subjects: Electricity and magnetism. 3 hours of lectures and discussions and 2 or 4 hours of laboratory work to be arranged.

Credit: 4 or 5 points
September 25 to February 4

Fee: \$40 or \$50

SCIENTIFIC WORK

Subjects: Electricity. 3 hours of lectures and discussions and 2 or 4 of laboratory work to be arranged.

Admission requirements: Electricity and magnetism

Credit: 4 or 5 points
February 5 to May 29

Fee: \$40 or \$50

Subjects: History of the development of some fundamental theories in physics. This course is designed to give the student a more comprehensive view of the development of certain fundamental theories, of the experiments which have been crucial and the bearing of experimental evidence from various fields of physics upon these theories.

Admission requirements: Some advanced work in physics

Credit: 3 points
September 25 to February 4

Fee: \$30
Hours to be arranged

Subjects: Theory of electricity. Lectures and discussions.

Admission requirements: Electricity and magnetism

Credit: 3 points
February 5 to May 29

Fee: \$30
Hours to be arranged

Physics, Applied

BROOKLYN EVENING TECHNICAL AND TRADE SCHOOL
7th Avenue, Brooklyn

Subjects: A one-year course covering the elements of mechanics, heat, electricity, and magnetism. The course should not be attempted without some knowledge of algebra. The work is given with special reference to its use later in the electrical and steam engineering courses.

Admission requirements: Graduation from grammar school and employment during the day in some regular occupation

Credit: Diploma
Certificate for 80% Attendance
60 nights, beginning September 16

Fee: None
Evenings, M. Tu. or W. Th.

Physics

THE COLLEGE OF THE CITY OF NEW YORK
139th Street at Convent Avenue

Subjects: Sound, light and electricity.

Credit: 3 points

Fee: Based on \$2.50 per hour per week per term
Free to matriculants
Evenings, 7:30-9:18

October 1 to February 10
February 10 to June 2

Subjects: Magnetism, electricity and light.

Credit: 2 points

Fee: \$2.50 per hour per week per term
Free to matriculants
Evenings, 7:30-9:18

February 10 to June 2

Additional laboratory work may be taken.

Subjects: Advanced mechanics; the development of the subject from a few fundamental laws, practical in application to engineering.

Credit: 4 points
October to February
February to June

Fee: Based on \$2.50 per hour per week per term
Evenings, 7:30-10:15

Physics

COLUMBIA UNIVERSITY
Morningside Heights

SCIENTIFIC WORK

Subjects: Elementary course in general physics.

Admission requirements: A knowledge of elementary algebra and geometry.

Credit: 4 or 8 points

September 25 to February 4

February 5 to May 29

Fee: \$24 or \$48

Evenings, M. Th. 7:30-9

Laboratory, evenings, M. or Th. 5:30-7:30 or 9-11

Physics

HUNTER COLLEGE

Park Avenue and 68th Street

Subjects: An elementary course.

Credit: 3 points

September 30 to January 31

February 3 to May 31

Fee: \$7.50

Evenings, M. Tu. W. Th. 5-7

Physics

NEW YORK UNIVERSITY

Washington Square

Subjects: Courses in elementary physics, general college physics, and properties of matter.

Credit: 4 or 8 points

September 25 to February 1

February 3 to May 31

Fee: \$24 or \$48

Physics

TEACHERS COLLEGE

525 West 120th Street

Subjects: General course in applied physics; construction operation and use of such appliances as clocks, pulleys, balances, pumps, elevators, water motors, engines, automobiles, electric lighting, household electrical utensils, ammeters, volt meters, generators, telegraph and telephone, wireless, X-ray, etc. Lectures may be taken separately.

Credit: 4 or 8 points

September 25 to February 4 or

February 5 to May 29

Fee: \$24 or \$48

Mornings, Tu. Th. 9-11:50 or

Afternoons, Tu. Th. 2:10-5

Subjects: Household physics. The use and care of the equipment of homes and institutions, with particular reference to mechanical and sanitary aspects.

Credit: 2 points

September 25 to February 4 or

February 5 to May 29

Fee: \$12

Mornings, W. 9-11:50 or

W. 9-10 and M. 10-11:50

Post-Graduate Work in Physics

COLUMBIA UNIVERSITY

Morningside Heights

Subjects: Courses in experimental and mathematical physics as follows: Statics, dynamics, theory of electricity and magnetism, theory of alternating current machines and electrical circuits, mechanics, photometry and electrical measurements, advanced laboratory work in optics and electricity, sound, theory of oscillations, vector analysis and introduction to mathematical physics, elasticity, thermodynamics, kinetic theory of gases, theory of modern optical instruments, statistical mechanics, relativity theory, celestial mechanics, tides and tidal currents, the reduction of observation, ionization of gases and electrical constitution of matter, phenomena of radioactivity. Open to graduate students.

SCIENTIFIC WORK

Post-Graduate Work in Physics

NEW YORK UNIVERSITY
University Heights

Subjects: Separate courses as follows: Properties of matter including gravitation, elasticity, viscosity, surface tension, diffusion, kinetic theory of matter, dynamics, potential theory, elasticity, and hydro-dynamics; electricity and magnetism; physical optics; thermo-dynamics; the electron theory.

Credit: 2 or 4 points per course
September 25 to February 3
February 3 to May 31

Fee: \$12 or \$24 per course
Hours to be arranged

PSYCHOLOGY

Psychology

ADELPHI COLLEGE
Lafayette Avenue, Brooklyn

Subjects: Elementary analysis of consciousness, with attention to its functions and to its relation to the nervous system. Application of psychology to phases of practical life.

Credit: 6 points
September 23 to June 6

Fee: \$40

Psychology

BARNARD COLLEGE
Morningside Heights

Subjects: Experimental psychology. 2 lectures, 1 demonstration, and 3 hours of laboratory work.

Admission requirements: An introductory course

Credit: 8 points
September 25 to May 29

Fee: \$80
Mornings, M. W. F. 10-11
Afternoons, Tu. W. or Th. 1-4

Subjects: Systematic psychology. Lectures, readings and special assignments.

Credit: 3 points
September 25 to February 4

Fee: \$30
Mornings, W. F. 11-12

Subjects: Abnormal psychology. Lectures, reading, reports, and visits to clinics and institutions.

Admission requirements: One year of psychology

Credit: 3 points
February 5 to May 29

Fee: \$30
Mornings, W. F. 11-12
Other hours to be arranged

Psychology

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Psychology for nurses and social workers; fundamental principles of psychology and their application in social situations arising in the practice of nursing and other community service. Instinct, habit, individual differences, and the influence of heredity and environment will receive special consideration.

Credit: 2 or 4 points
September 25 to February 4
February 5 to May 29

Fee: \$12 or \$24
Evenings, Tu. 8-9:40

Subjects: Mental hygiene; causes, treatment, prevention and social significance of mental defects and disorders.

Credit: 3 or 6 points
September 25 to February 4
February 5 to May 29

Fee: \$18 or \$36
Afternoons, M. 5-6:40

SCIENTIFIC WORK

Subjects: Applications of psychology; the attitude, principles and methods of modern psychology will be applied to such fields as vocational guidance, selection of employees, management, industrial motion-study, advertising and selling, law, social work, medicine, criminology, eugenics, education, and the diagnosis and treatment of mental abnormality.

Credit: 3 or 6 points
September 25 to February 4
February 5 to May 29

Fee: \$18 or \$36
Afternoons, W. 4:10-5:50

Subjects: Social psychology.

Credit: 3 points
September 25 to February 4
February 5 to May 29

Fee: \$18
Evenings, F. 7-8:40
Mornings, M. W. F. 9-10 or Tu. Th. S. 9-10

Subjects: Psychology in the national service; applications of psychology in testing for military fitness and in re-education of the disabled.

Credit: 3 points
February 5 to May 29

Fee: \$18
Evenings, F. 7-8:40

Subjects: Survey of modern psychology.

Credit: 3 or 6 points
September 25 to February 4
February 5 to May 29

Fee: \$18 or \$36
Mornings, M. W. F. 10-11

Subjects: Mental tests; laboratory and demonstrations.

Credit: 2 or 4 points
September 25 to February 4
February 5 to May 29

Fee: \$12 or \$24
Afternoons, W. 1:10-4

Subjects: Abnormal psychology.

Credit: 3 points
February 5 to May 29

Fee: \$18
Mornings, W. F. 11-12

Psychology

NEW YORK UNIVERSITY
Washington Square

Subjects: Psychology of adolescence; the nature and general features of mental development in the individual. Phenomena of the adolescent period.

Credit: 1 or 2 points
September 25 to February 3
February 3 to May 31

Fee: \$6 or \$12
Afternoons, W. 4-6

Subjects: Social psychology; a study of the individual as a social unit. Self development in relation to social stimulæ; a consideration of social constitution and adaptation suggestion, imitation, inventiveness—as well as of social action—mob consciousness, fashion and convention, public opinion, tradition, etc.

Credit: 2 or 4 points
September 25 to February 3
February 3 to May 31

Fee: \$12 or \$24
Evenings, W. 7:15-9:15

Psychology

THE NEW YORK SCHOOL OF PHILANTHROPY
105 East 22nd Street

Subjects: Psychology of behavior; instinctive and acquired impulses and their control, influence of environment, social factors, habit formation, problems of childhood, adolescence, maturity; intelligence tests, mental hygiene.

Credit: 3 points
September 25 to February 1

Fee: \$18
2 hours of class room work and
3 hours of outside work per week

SCIENTIFIC WORK

Subjects: Abnormal psychology; development of anti-social habits and criminal tendencies. Psycho-analysis, psychiatry, mental defects, psychological tests.

Credit: 3 points
February 3 to May 23

Fee: \$18
2 hours of class room work and
3 hours of outside work per week

Subjects: Studies in behavior; a co-operative examination of experiences and authorities for psychological principles and their application to case work.

Credit: 3 or 6 points
September 25 to February 1
February 3 to May 23

Fee: \$18 or \$36

Psychology

TEACHERS COLLEGE
525 West 120th Street

Subjects: Application of psychological and statistical methods to education.

Credit: 4 or 8 points
September 25 to February 4
February 5 to May 29

Fee: \$24 or \$48
Afternoons, M. 4:10-6

Subjects: Mental and vocational tests and treatment of results.

Credit: 3 points
February 5 to May 29

Fee: \$18
Afternoons, Tu. Th. 4:10-6

SOCIAL AND CIVIC WORK

CHILD AND FAMILY WELFARE

Child Welfare

SCHOOL FOR JEWISH COMMUNAL WORK
356 Second Avenue

Subjects: Institute for workers in child-caring institutions with some attention to the technique of placing-out and of after-care. A study of various types of institutions and institutional problems.

20 sessions, beginning October 15

Fee: \$6
1 evening per week

Child and Family Welfare

NEW YORK SCHOOL OF PHILANTHROPY
105 East 22nd Street

Subjects: Social care of destitute and delinquent children; of neglected, foundling, defective and handicapped children.

Credit: 3 or 6 points
September 25 to February 1
February 3 to May 23

Fee: \$18 or \$36

Subjects: Various programmes of social work which may be carried out by direct contact with families.

Credit: 3 points
September 25 to February 1

Fee: \$18

Subjects: Students who are taking the complete course in the New York School of Philanthropy may choose this seminar course as a major, electing either (a) family welfare; prerequisites: 36 points including courses in method of social case work, family welfare, and field work. Parallel requisites; development of social cases, studies in behavior, and at least 12 points in field work; or (b) child welfare; prerequisites: 36 points including courses in method of social case work, field work, and child welfare or family welfare; parallel requisites: development of social cases, studies in behavior and a minimum of 12 points in field work. Electives to make a total of 96 points in the two years.

Credit: Diploma
September 24 to May 23

Fee: \$150 for two years

COMMUNITY WORK

Community Socialization

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Principles of survey: review of community survey; the survey as stimulant to community action. Types of present day communities. Experiments in socialization. Fields of neighborhood activities; social, political, economic, industrial and cultural. Comparison of various types of community organizations and of various developments of community socialization. Influences of racial composition, local customs. Expressions of distinctly local aspirations. Utilization of neighborhood social forces. The community as a unit of the city, state and nation.

Credit: 2 points
February 5 to May 29

Fee: \$12
Afternoons, W. F. 5:10-6

SOCIAL AND CIVIC WORK

THE NEW YORK SCHOOL OF PHILANTHROPY
105 East 22nd Street

Subjects: The school and the community; a consideration of what the public school stands for and what part it is taking in the solution of social problems.

Credit: 3 points
September 25 to February 1

Fee: \$18

Subjects: Community problems; an examination of the chief weaknesses in community organization and a consideration of actual and possible remedies.

Credit: 3 points
February 3 to May 23

Fee: \$18

Subjects: Seminar in community work; students who are taking the complete course in the New York School of Philanthropy may choose this seminar as a major. Prerequisites; 36 points including courses in method of social case work, field work, and community problems, the school and community, or recreation.

Total requirement for diploma, 96 points

Community Work

SCHOOL FOR COMMUNITY SERVICE OF THE PEOPLE'S INSTITUTE OF BROOKLYN
176 Nassau Street, Brooklyn

Subjects: Actual practice within the centers will be adhered to as the most essential part of the training. Whenever possible the lectures will be given in community centers while activities are in progress. The lectures have been planned with direct bearing upon actual problems which develop coincident with work in the centers. Subjects not included may be obtained through special arrangement with other institutions. By careful planning of hours, persons occupying salaried positions will be able to take the work of the school.

Admission requirements: Graduation from college. Exceptions made for college juniors and seniors and persons of experience

Credit: Certificate
October 16 to December 20
January 6 to April 23

Fee: \$75 per year

Community Work

THE TRAINING SCHOOL FOR COMMUNITY WORKERS OF THE PEOPLE'S INSTITUTE OF NEW YORK
70 Fifth Avenue

Subjects: I. A basic course in the promotion and executive direction of community councils, school community centers. II. Specialized courses as follows: (a) Community health work; (b) public forum work; (c) case work from the community standpoint; (d) recreation and cooperative art; (e) Americanization and the problem of immigration; (f) the elements of distributive cooperation; the approach to industrial problems through community action; (g) vocational guidance and employment bureau work. III. A general lecture course on the war-modified community problem.

Admission requirements: A college degree or equivalent.

Credit: Diploma to students who (a) complete course I.

(b) complete some work in each of the courses under II.

A full day's work, 5 days a week will be required of each student

Certificate to students specializing in one of the courses under II and take some portion of I or III

Fee: \$100; fees for special students will be arranged individually

October 1 to May 28

SOCIAL AND CIVIC WORK

DELINQUENCY AND CORRECTION

Crime and Punishment

THE NEW YORK SCHOOL OF PHILANTHROPY
105 East 22nd Street

Subjects: General criminology; principles and theories of criminal causation and of the aims of punishment, with some reference to criminal law and procedure as reflecting current conceptions.

Credit: 3 points
September 25 to February 1

Fee: \$18

Subjects: Descriptive penology. How far legal punishment for crime has attained its ends. Types of penal institutions; prison discipline; modern experiments, such as the honor system, self-government, probation and parole.

Credit: 3 points
February 3 to May 23

Fee: \$18

Subjects: Seminar course in criminology. Students who are taking the complete course in the New York School of Philanthropy may choose this course as a major. Case study and practical experience in clinical criminology, psychiatry, criminal personalities, formation of anti-social tendencies, penal and reformatory methods. Prerequisites, 36 points including courses in method of social case work, criminology and penology, and in community problems or recreation. Parallel or prerequisite, psychology of behavior and abnormal psychology; electives.

Total requirement for diploma, 96 points
September 24 to May 23

Fee: \$150 for 2 years

Criminology

NEW YORK UNIVERSITY
Washington Square

Subjects: The physiological, psychical, economical and social causes of crime; the various proposed and attempted means of prevention; the different systems of punishment at home and abroad; and the religious, economic, and social agencies for rehabilitating criminals will be discussed in this course.

Credit: 2 points
September 25 to February 1
February 1 to May 31

Fee: \$12
Mornings, S. 9:15-11:15

Institute for Workers in Correctional Agencies

THE SCHOOL FOR JEWISH COMMUNAL WORKERS
356 Second Avenue

Subjects: Underlying principles for correctional work. Delinquency and its treatment among the Jews. Prevention, probation, and parole, religious work in penal institutions, the function of the friendly visitor and chaplain.

20 sessions, beginning October 15

Fee: \$6
1 evening per week

SOCIAL AND CIVIC WORK

IMMIGRATION AND AMERICANIZATION

Americanization and the Problem of Immigration

THE TRAINING SCHOOL FOR COMMUNITY WORKERS OF THE PEOPLE'S
INSTITUTE OF NEW YORK
70 Fifth Avenue

Subjects: History and statistics of immigration and the philosophy of the immigration movement. The laws specifically affecting immigrants, various phases of immigrant experience significant from the point of view of Americanization, description and analysis of types of work in Americanization, the immigrant as a communal artist. Field work.

RE: *Admission requirements:* A college education or equivalent
Credit: Certificate *Fee:* Arranged according to individual work
October 1 to May 28

The Assimilation of the Immigrant as an Educational Problem

TEACHERS COLLEGE
525 West 120th Street

Subjects: Immigrant backgrounds on the part of Americans and educational methods for more rapid assimilation of immigrants into the common life of America.

Credit: 2 points *Fee:* \$12
September 25 to February 4 Mornings, M. W. 11-12

The Immigrant

THE NEW YORK SCHOOL OF PHILANTHROPY
105 East 22nd Street

Subjects: A study of the characteristics of the European groups with which social workers will probably come in touch.

Credit: 3 points *Fee:* \$18
September 25 to February 1

Social Problems, Immigration and Social Assimilation

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Immigration and social assimilation. Immigration as a world movement. Social significance of immigration and intra-migration, especially in the United States. Studies of nativity, race-mixture, social heterogeneity, standards of living, etc. The problem of assimilation or Americanization. Constructive plans for the regulation of immigration and for the assimilation of the alien.

Credit: 3 points *Fee:* \$15
September 25 to February 4 Evenings, W. 7:40-9:30

INDUSTRIAL CONDITIONS

Industrial Conditions

THE NEW YORK SCHOOL OF PHILANTHROPY
105 East 22nd Street

Subjects: A consideration of the social questions arising out of the relationship between employer and employee.

Credit: 3 or 6 points *Fee:* \$18 or \$36
September 25 to February 1
February 3 to May 23

SOCIAL AND CIVIC WORK

Subjects: Seminar in industry. Students who are taking the complete course in the New York School of Philanthropy may choose this course as a major. Each student will choose one subject for intensive study—industrial conditions, industrial relations, labor legislation, etc.

Prerequisites: 36 points, including course in method of social case work, industrial conditions, statistical methods, and field work
Total requirement for diploma, 96 points
September 23 to May 23 **Fee:** \$150 for 2 years

Industrial Conditions and Relations

TEACHERS COLLEGE
525 West 120th Street

Subjects: Working conditions and standards of living from the standpoint of educational and religious ideals; economic environment required for the further realization and development of these ideals; a forecast of the progress of industrial democracy.

Credit: 2 points
September 25 to February 4

Fee: \$12
Hours to be arranged

Institute in the Administration of Trade Agreements

SCHOOL FOR JEWISH COMMUNAL WORK
356 Second Avenue

Subjects: General character of trade agreement. Economic basis for the various types of agreements, and the human factors entering into their administration. Mediation, arbitration, conciliation, etc.

20 sessions, beginning October 15

Fee: \$6
1 evening per week

METHODS OF SOCIAL WORK

Case Work from the Community Standpoint

THE TRAINING SCHOOL FOR COMMUNITY WORKERS OF THE PEOPLE'S
INSTITUTE OF NEW YORK
70 Fifth Avenue

Subjects: The community worker must find out how to organize the people on their own responsibility, financial and moral for their own self improvement. He must possess the various special technics.

Subjects: Case work as a basis for the organization of community resources for popular use and the mobilization of people for citizenship.

Credit: Certificate
October 1 to May 28

Fee: to be arranged according to
amount of individual work

Institute for Community Workers and Charitable Relief Agencies

SCHOOL FOR JEWISH COMMUNAL WORK
356 Second Avenue

Subjects: Causes for dependency, relation between public and private relief agencies, technique of relief work, case work—investigation, case diagnosis, treatment, standards of relief and cooperation; methods of treatment in special types of cases.

20 sessions, beginning October 15

Fee: \$6
1 evening per week

Methods of Social Case Work

NEW YORK SCHOOL OF PHILANTHROPY
105 East 22nd Street

Subjects: Methods illustrated by case histories of handicapped individuals and families.

Credit: 3 points
September 25 to February 1

Fee: \$18

SOCIAL AND CIVIC WORK

Subjects: Social work. Principles, experiences, methods and technique of typical examples of modern social agencies, with a consideration of social conditions which have given rise to them.

Credit: 3 or 6 points
September 25 to February 1
February 3 to May 23

Fee: \$18 or \$36

Subjects: The field of social work; its status as a profession, and the basis of its future development.

Credit: 3 points
February 3 to May 23

Fee: \$18

Subjects: Field work. Practical experiences in case work involving the technic of dealing with handicapped individuals and families.

Credit: 4 points
September 25 to May 23

Fee: \$24

Subjects: Development of social case work. A discussion of the standards, methods, and types of organized effort which will contribute most effectively to the further development of social case work.

Credit: 3 or 6 points
September 25 to May 23

Fee: \$18 or \$36

Principles of Modern Social Work

TEACHERS COLLEGE
525 West 120th Street

Subjects: General survey of social disability and its effects on family and individual welfare. General principles and methods of prevention and relief. Case method illustrated. Standard of living in relation to relief. Various types of social agencies and their coordination in working out a constructive social problem.

Credit: 2 points
September 25 to February 4

Fee: \$12
Afternoons, W. 2:10-4

Social Work

SCHOOL OF SOCIOLOGY AND SOCIAL SERVICE, FORDHAM UNIVERSITY
233 Broadway

Subjects: First year: Ethical and sociological groundwork of social service, economic groundwork of social service, medical and hygienic groundwork of social service, social history, delinquency, family welfare, child welfare, field work, excursions. Second year: Social legislation and administration, social aspects of education and religion, social psychology, social statistics, methods of social investigation, agencies and methods of relief, social case work, field work, excursions. Subjects may be taken separately at the rate of \$10.

Admission requirements: At least a high school education. College training preferred

Credit: Diploma
September 30 to January 24
January 27 to May 9

Fee: \$50 per year

PUBLIC ADMINISTRATION

Public Administration

NEW YORK SCHOOL OF PHILANTHROPY
105 East 22nd Street

Subjects: Intensive studies in the public administration of important

SOCIAL AND CIVIC WORK

social activities: health, charities, recreation, police, fire, tenement house, hospital, correction. Special emphasis will be laid upon the form of the budget for these several activities and upon the administrative organization for the conduct of the work.

Admission requirements: Open only to students who have completed one year in the New York School of Philanthropy or equivalent
Credit: 6 or 12 points
September 25 to February 1
February 3 to May 23
Fee: \$36 or \$72

Public Service

TRAINING SCHOOL FOR PUBLIC SERVICE OF THE BUREAU OF MUNICIPAL RESEARCH
261 Broadway

Subjects: No set courses. Budget making and public administration. Work arranged in individual cases.

Admission requirements: Age preferably below 30. College education or equivalent in public work. High ideals and a readiness to sacrifice personal gain to the public good. A good knowledge of the theory of government
Credit toward M.A. and Ph.D. at Columbia and New York University
Time varies; never more than 2 years, beginning any time
Fee: None. About ten scholarships. 7 hours daily, 4 on Saturday

American Government and Administration

THE NEW YORK SCHOOL OF PHILANTHROPY
105 East 22nd Street

Subjects: Fundamental principles of the American constitutional system, but special emphasis is laid upon functions of government, such as taxation, regulation of industry and labor, control and management of public utilities, health, charities, correction, education, and other governmental activities relating to social welfare.

Credit: 3 points
September 25 to February 1
February 3 to May 23

Fee: \$18

PUBLIC HEALTH

Community Health Work

TRAINING SCHOOL FOR COMMUNITY WORKERS OF THE PEOPLE'S INSTITUTE OF NEW YORK
70 Fifth Avenue

Subjects: Course will show the student how to meet that very large part of the health problem which is only in part medical, which is often purely economic, and which often represents an educational need rather than the need for specific medical ministrations. Preparation for organization and administration of social service in hospitals and dispensaries, nutritional clinics in community centers, settlements, public schools, etc., neighborhood health work under community councils.

Credit: Certificate
October 1 to May 28

Fee: Arranged according to the work of the individual student

Hospital Social Service

TEACHERS COLLEGE
525 West 120th Street

Subjects: History, aims, organization and administration of social work in hospital and dispensary. Practical handling of individual problems.

SOCIAL AND CIVIC WORK

Agencies with which the social service bureau cooperates. Observation and field work.

Credit: 2 points
September 25 to February 4

Fee: \$12
Afternoons, M. 3:10-4 and
Mornings, F. 9 for field work

Hygiene and Preventable Disease

NEW YORK SCHOOL OF PHILANTHROPY
105 East 22nd Street

Subjects: The problem of hygiene and disease-causation, prevention, and the principles of treatment. Clinical conference.

Credit: 3 or 6 points
September 25 to February 1
February 3 to May 23

Fee: \$18 or \$36

Subjects: Seminar in public health. Practical work in a hospital and dispensary. Field work including experience with children, tuberculosis, maternity, pre-natal care, and convalescent relief with other general problems of hospital social service.

Admission requirements: Open to students who are taking the complete course in the New York School of Philanthropy and who have completed prerequisites in the method of social case work, family welfare, hygiene, and preventable disease, and field work. Total requirement for diploma, 96 points.
September 25 to May 23

Fee: \$150 for a 2 years' course

Public Health

BARNARD COLLEGE
Morningside Heights

Admission requirement: Outlines of economics
Credits: 2 points
September 25 to February 4

Fee: \$20
Mornings, Tu. Th. 10-11

Public Health and Standard of Living

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: This course treats in lectures, reports and discussions the various phases of human conservation, and their economic and social significance.

Credit: 2 points
February 5 to May 29

Fee: \$12
Afternoons, F. 4-6

Sanitary Science

TEACHERS COLLEGE
525 West 120th Street

Subjects: A general survey of the fundamental principles of sanitary science and disease prevention and their application to water supply, mild and general food supply, disposal of sewage and garbage, air supply, the problems of tenement and factory sanitation, and the spread and control of infectious diseases. Rural hygiene, the preventive factors in constitutional disease, personal hygiene, and the social and economic aspects of health problems. Functions and methods of boards of health. The use of vital and sanitary statistics.

Credit: 2 points
September 25 to February 4
Special section for graduate students

Fee: \$12
Afternoons, M. 4:10-5:30 and W. 5:10-6

Subjects: Industrial hygiene; dangers to life and health in factories

SOCIAL AND CIVIC WORK

and work-shops, practical work of sanitray inspection as applied to industrial establishments.

Credit: 2 points
February 5 to May 29

Fee: \$12
Afternoons, M. 4:10-5:30

Subjects: Health problems for religious and social workers. This course is designed to meet the needs of home and foreign missionaries, and others engaged in similar forms of social and religious work.

Credit: 2 points
February 5 to May 29

Fee: \$12
Afternoons, W. 1:10-2 and F. 1:10-3

RECREATION

Recreation and the Change in the Social Order

COLUMBIA UNIVERSITY IN COOPERATION WITH THE NATIONAL LEAGUE OF WOMEN WORKERS UNDER THE AUSPICES OF THE COUNCIL OF NATIONAL DEFENCE
Morningside Heights

Subjects: A national service course consisting of 18 lectures, discussions, supervised field work, personal interviews and criticisms, and special topics, preparing women for organization of recreational activities for working girls.

Admission requirements: 2 years of college work or a high school education and one year of practical experience in social work

Credit: Certificate
September 11 to October 11

Fee: \$15
Days, 9-5

Recreation

NEW YORK SCHOOL OF PHILANTHROPY
105 East 22nd Street

Subjects: Leisure time in its broader aspect, together with a study of the problems the social worker must face in this field.

Credit: 3 points
February 3 to May 23

Fee: \$18

Recreation and Cooperative Art

THE TRAINING SCHOOL FOR COMMUNITY WORKERS OF THE PEOPLE'S INSTITUTE OF NEW YORK
70 Fifth Avenue

Subjects: Experience in developing various forms of spontaneous expression, from backyard to playground, play streets, and social dance occasions at the one extreme, to community drama, community choruses and the popularization of art museums at the other extreme.

Credit: Certificate.
October 1 to May 28

Fee: Arranged according to individual work

Scouting and Recreational Leadership

TEACHERS COLLEGE
525 West 120th Street

Subjects: Principle and practice of scouting and scoutcraft. Course given in cooperation with the National Council of the Boy Scouts of America and the National Council of the Girl Scouts of America. Theory and practice.

Credit: 2 points
September 25 to February 4

Fee: \$12
Afternoons, M. F. 5:10-6

SOCIAL AND CIVIC WORK

Subjects: Recreational education. Boys' and girls' clubs as a part of the school program. Scouting.

Credit: 2 points
September 25 to February 4

Fee: \$12
Afternoons, M. W. 2:10-3

Subjects: Recreational leadership in high schools. Aim and organization of extra-curriculum activities in representative schools.

Credit: 2 points
February 5 to May 29

Fee: \$12
Mornings, M. W. 10-11

Subjects: Scout executive's course. Methods of organizing the community for scouting, the work of the scout executive in his relation to the government and to the national movement.

Credit: 2 points
February 5 to May 29

Fee: \$12
Afternoons, M. W. 5:10-6

STATISTICS

Social Statistics

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Elements of statistical theory that are useful in the analysis of social problems; fundamental tools for sociological research of a statistical nature and for social investigation.

Credit: 3 or 6 points
September 25 to February 4
February 5 to May 29

Fee: \$18 or \$36
Evenings, Tu. Th. 7:40-9

Statistical Methods

NEW YORK SCHOOL OF PHILANTHROPY
105 East 22nd Street

Subjects: Practical instruction in the simple statistical methods likely to be used by social workers such as the preparations of schedules, tabulations, averages, percentages and graphs.

Credit: 3 points
February 3 to May 23

Fee: \$18

Subjects: Record keeping and social accounting. Standards and methods of record keeping, including the analysis and interpretation of results in social work.

Credit: 3 points
February 3 to May 23

Fee: \$18

Subjects: Management and finance. Efficiency of public and private institutions, form and content of modern budgets, problems of civil service and personnel, central purchasing and supply systems.

Credit: 3 points
February 3 to May 23

Fee: \$18

VOCATIONAL GUIDANCE AND PLACEMENT WORK

Institute for Workers in Employment Exchanges and Vocation Bureaus

SCHOOL FOR JEWISH COMMUNAL WORK
356 Second Avenue

Subjects: Unemployment as an economic maladjustment. Vocational

SOCIAL AND CIVIC WORK

education and the establishment of labor exchanges. Technique of employment work.

20 sessions, beginning October 15

Fee: \$6
One evening per week

Public Employment Bureau Work

SCHOOL OF SOCIOLOGY AND SOCIAL SERVICE, FORDHAM UNIVERSITY
233 Broadway

Subjects: History of public employment bureaus, kinds of public bureaus, public employment bureau laws, office practice, labor supply and demand, placement work, labor as affected by the war, vocational subjects, books, reports, magazine articles.

Credit: Certificate
September 30 to January 24
January 27 to May 9

Fee: \$10

Public Employment Work

THE TRAINING SCHOOL FOR COMMUNITY WORKERS OF THE PEOPLE'S INSTITUTE OF NEW YORK
70 Fifth Avenue

Subjects: A short intensive course to train workers for public employment service. Field work during the day in employment bureaus, also observation in factories; lectures in the evening. Preparation for civil service examination for employment workers.

3 months, beginning October 15

Fee: \$35

Vocations for Girls and Women

TEACHERS COLLEGE
525 West 120th Street

Subjects: A brief survey of the principle positions and opportunities open to women and girls. Course especially recommended to those interested in vocational guidance.

Credit: 2 points
February 4 to May 29

Fee: \$12
Afternoons, M. W. 5:10-6

Vocational Guidance

NEW YORK UNIVERSITY
Washington Square

Subjects: Course intended to prepare vocational counsellors to girls in elementary schools and high schools. Study, lecture and field work in the important occupations of young women.

Credit: 4 points
September 25 to February 1
February 1 to May 31

Fee: \$24
Evenings, Tu. 4-6

Vocational Guidance

TEACHERS COLLEGE
525 West 120th Street

Subjects: Methods, problems and administration of vocational guidance.

Credit: 2 or 4 points
September 29 to February 4
February 5 to May 29

Fee: \$12 or \$24
Mornings, S. 11:12:50

SOCIAL AND CIVIC WORK

Women in Gainful Occupations

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: This course is intended for those who wish to make a study of the economic position of women in commercial and professional pursuits. Lectures and discussions will be combined with approximately six hours of field work under the direction of the Information Department of the Intercollegiate Bureau of Occupations.

Admission requirements: Open only to college graduates

Credit: 3 points

February 5 to May 29

Fee: \$18

Evenings, M. 7:30-9:30

WORK IN RELIGIOUS INSTITUTIONS

Course for Secretaries of the Young Women's Christian Association

THE NATIONAL TRAINING SCHOOL OF THE YOUNG WOMEN'S CHRISTIAN
ASSOCIATIONS OF THE UNITED STATES OF AMERICA
135 East 52nd Street

Subjects: First year: academic work; a course of lectures three weeks in length; basic course in association administration, Bible course. Practical work: from three to nine months of assigned, unsalaried service in a city or county Young Women's Christian Association. First year's work may be taken at any of the Affiliated Field Centers. Second year: (Required) Courses in the synoptic gospels, apostolic age, Old and New Testaments, psychological principles of moral and religious education, methods of moral and religious education, public speaking, principles and organization of the Young Women's Christian Association. American problems and forces, the fourth gospel, fundamental positions of the Christian faith, study of the literary genius of the Hebrews, Hebrew history, practice course in methods of religious education, association technique, lectures on principles of social reconstruction. (Elective) History of education, seminar in religious education of girls and young women, women in industry, sociology, church history, progress of Christian thought, basic course in missions, comparative religion, personal evangelism, parliamentary law and drill.

Admission requirements: Age 22. Membership in a Protestant Evangelical Church. College education or equivalent.

Credit: Certificate

September 11 to June 11

Fee: Second year, \$465 for tuition, board and room

Institute for Work in Young Women's Hebrew and Kindred Associations

SCHOOL FOR JEWISH COMMUNAL WORK
356 Second Avenue

Subjects: Psychology of adolescence, types of recreational-cultural agencies in the Jewish community and their work—settlement work among the Jews, the Y. W. H. A. Problems of management and administration of Y. W. H. and kindred associations, standardization, coordination and future development of the Y. W. H. and kindred associations.

20 sessions, beginning October 15

Fee: \$6

One evening per week

MISCELLANEOUS

MISCELLANEOUS

Boiler and Fuel Economy

THE COLLEGE OF THE CITY OF NEW YORK
139th Street at Convent Avenue

Subjects: Practical course intended for superintendents of buildings, engineers, firemen, and other persons interested in boiler rooms, and the purchase and economic use of fuel. Quality of various types of fuel, adaptability of furnace to fuel, maximum efficiency, etc.

October 1 to February 10
February 10 to June 2

Fee: \$7.50; for city employees, \$5
Evenings, Th. 7:30-9:18

Camouflage

NATIONAL LEAGUE FOR WOMAN'S SERVICE
257 Madison Avenue

Subjects: Camouflage experiments in the laboratory and field. Military drill, target practice, photography, French, map making, swimming, first aid.

3 months, beginning October, January, April, July

Fee: \$20
Daily, full time

Finger Print

CHIEF SCHOOL
5 Beekman Street

Subjects: Finger print work, qualifying student as "finger print expert."

3 months, beginning any time

Fee: \$25
Evenings, M. 7:30-10:30

Finger Print

FLAK FINGER PRINT SCHOOL
66 Broadway

Subjects: Finger print systems for commercial purposes, police, municipal and general registration purposes, qualifying student as "finger print expert." A briefer course, giving a general working knowledge, may be taken.

8 months, beginning any time

Fee: \$150
Two hours per week arranged

Finger Print

NEW YORK UNIVERSITY
Washington Irving High School, 40 Irving Place

Subjects: War service training course, planned to prepare students for government service. Methods of taking, recording and identifying finger prints.

September 23 to January 14
February 3 to May 31

Fee: \$24
2 evenings a week, 5:30-7:30

Subjects: A short course, 30 hours, 2 evenings a week, beginning September 23 for Civil Service and practical government work.

Fee: \$12

MISCELLANEOUS

Mechanical Dentistry

WAR SERVICE COURSES
755 Park Avenue

Subjects: The making of artificial dentures and restorations, such as plates, bridges, crowns, inlays, etc.

3 months, beginning October 1

Fee: \$100
Three evenings per week

Ticket Agency Course

INSTRUCTION AGENCY, UNITED STATES RAILROAD ADMINISTRATION
70 West Street

Subjects: Railroad geography of North America. Railroad and steamship ticketing routes. Passenger train schedules and equipment, Pullman sleeping and parlor car lines, railroad and Pullman fares, forms of tickets, accounting, rules and regulations covering the checking and handling of baggage, bureau of information work, actual selling of railroad and Pullman tickets, handling diagrams, checking of baggage, handling and disposition of cash.

Admission requirement: Age 21 to 35. *Compensation:* \$25 per month
6 weeks, beginning August 23 and repeated thereafter

VOLUNTEER WORK

VOLUNTEER WORK

The training given in a large number of the preceding courses can be applied in many forms of voluntary war service. The following courses train for volunteer service only.

Canteen

TEACHING CENTER, AMERICAN RED CROSS
453 Madison Avenue

3 lessons

Mornings, M. W. 10-12, or Afternoons, M. W. F. 2-4 *Fee: \$3*

Canteen

BALLARD SCHOOL, CENTRAL BRANCH, Y. W. C. A.
610 Lexington Avenue

Subjects: Cooking and serving in large quantities for institutional or war emergency use.

8 lessons

Fee: Day classes, \$10; evening classes, \$8

Canteen

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF BROOKLYN
376 Schermerhorn Street, Brooklyn

3 lessons in canteen cookery
8 lessons in camp cookery

Fee: \$2.50

Fee: \$8

Day and evening classes—hours to be arranged

First Aid

BALLARD SCHOOL, CENTRAL BRANCH, Y. W. C. A.
610 Lexington Avenue

Subjects: 10 lectures and demonstrations given by physicians with practice work.

Credit: Joint certificate of the American Red Cross and the National Board of the Y. W. C. A. *Fee: \$6*
Beginning October 7

First Aid

HUNTER COLLEGE
Park Avenue and 68th Street

Subjects: First aid to the injured.

Credit: 1 point
September 30 to January 31 or
February 3 to May 31

Fee: \$2.50

Late afternoon classes
Hours to be arranged

First Aid

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF BROOKLYN
376 Schermerhorn Street, Brooklyn

Subjects: First aid to the injured.

15 lessons

Fee: \$5

Day and evening classes, twice weekly; hours and days to be arranged

First Aid

TEACHING CENTER, AMERICAN RED CROSS
453 Madison Avenue

10 lessons

Credit: Certificate

Fee Day course, \$8; evening course, \$5
Hours to be arranged

VOLUNTEER WORK

First Aid

TEACHING CENTER OF THE AMERICAN RED CROSS
163 Remsen Street, Brooklyn

10 lessons, beginning any time

Fee: \$5
Morning, afternoon and evening sections

Home Dietetics

TEACHING CENTER, AMERICAN RED CROSS
453 Madison Avenue

15 lessons

Credit: Certificate

Fee: \$10
Mornings, M. W. F. 10-12, or Afternoons, M. W. F. 2-4

Home Efficiency

HOME EFFICIENCY SCHOOL
136 East 55th Street

Subjects: Child study, cooking and food values, sewing—dress making and repairing, budgets and accounting, etc., community civics, house furnishing and care, training for volunteer work in day nurseries, settlements, etc. The school will have at its command a household center in connection with the Lenox Hill Neighborhood House where students will have an opportunity to teach the foundations of Americanization to foreign women and children. Courses may be taken separately.

September 24 to May 28

Fee: \$3.50
Mornings, M. Tu. W. Th. F. 9-1; field work, one afternoon per week

Home Nursing

TEACHING CENTER, AMERICAN RED CROSS
453 Madison Avenue

Subjects: Elementary hygiene, home care of the sick, 240 hours of hospital work. This course prepares for the work of Nurse's Aid.

Credit: Certificate

Fees: Day class, \$10; evening class, \$7.50

Home Nursing

TEACHING CENTER OF THE AMERICAN RED CROSS
163 Remsen Street, Brooklyn

15 lessons, beginning any time

Fee: \$5
Morning, afternoon and evening sections

Home Nursing

TEACHERS COLLEGE
525 West 120th Street

Subjects: Home nursing and first aid. Instruction in domestic emergencies and first aid, and in simple procedures in the home care of the sick.

Prerequisite: A course in biology

Credit: 2 points

September 25 to February 4 or
February 5 to May 29

Fee: \$12
Afternoons, Th. or F. 2:10-5

Home Nursing

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF BROOKLYN
376 Schermerhorn Street

Subjects: Elementary hygiene and home care of the sick.

15 lessons

Fee: \$5

Day and evening classes, twice weekly

Hours to be arranged

VOLUNTEER WORK

Training For Nurses' Aides

HOME EFFICIENCY SCHOOL
136 East 55th Street

In answer to the demand for trained volunteer workers to assist in clinics and out-patient departments of the hospitals in places of nurses who have gone abroad, a six weeks training will be given at the Home Efficiency School. Lectures and demonstrations by physicians and nurses with laboratory work in a medical college and training in the clerical requirements of clinics.

6 weeks, beginning October 10, December 10, January 27 or March 10
Afternoons M. Tu. W. Th. F. *Fee: \$18*

Public Speaking

BALLARD SCHOOL, CENTRAL BRANCH, Y. W. C. A.
610 Lexington Avenue

Subjects: Technique of voice and speech; training for public speaking; political and patriotic work including four-minute speeches.

25 lessons, beginning October 16

Fee: \$5
Evenings, W. 8-9

Public Speaking

COLUMBIA UNIVERSITY
Morningside Heights

Subjects: Extemporaneous addresses on topics of current interest, drill in breathing, articulation, gesture and reading aloud. Exposition, argumentation, after-dinner speaking; how to stir the emotions and move to action. Throughout the year particular attention will be paid to training speakers for various phases of war service.

Credit: 2 or 4 points
September 25 to February 4
February 5 to May 29

Fee: \$12 or \$24
Evenings, W. or F. 7:30-9:10

Public Speaking

HARLEM BRANCH OF THE YOUNG WOMEN'S CHRISTIAN ASSOCIATION
240 Lenox Avenue

12 lessons

Fee: \$7
Evenings, F. 8-9

Public Speaking

HUNTER COLLEGE
Park Avenue and 68th Street

Credit: 1 point
September 30 to January 31 or
February 3 to May 31

Fee: \$2.50
Evenings, M. 7-8:20

Public Speaking

NEW YORK CHAPTER, AMERICAN INSTITUTE OF BANKING
138 East 35th Street

Subjects: Individual practice in speaking before an audience.

1 year, beginning October 10

Fee: \$15
Evenings, Tu. 6-7:30

Public Speaking

NEW YORK UNIVERSITY
Washington Square

Subjects: Elementary and advanced courses in argumentation and public speaking, to stimulate clear and original thinking and impart the power of effective oral presentation.

Credit: 4 points
September 25 to February 1
February 3 to May 31

Fee: \$24
1 evening per week

VOLUNTEER WORK

Public Speaking

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF BROOKLYN
376 Schermerhorn Street, Brooklyn

Day course, twice weekly
Evening course, twice weekly

Fee: \$13
Fee: \$10

School of Information

TEACHING CENTER, AMERICAN RED CROSS
453 Madison Avenue

Subjects: Historical outline of the American Red Cross. Organization, chapter development, supplies and production, auxiliaries, the work room, military relief—field service, canteen service, first aid, motor corps; junior activities, home service, nursing, foreign communications, foreign relief, salvage, reclamation, public speaking. A normal school is maintained by the Atlantic Division for the training of teachers to carry on the work of the chapter school of information throughout the Division.

September 10 to 13 and repeated thereafter

Fee: \$1

Surgical Dressings

TEACHING CENTER, AMERICAN RED CROSS
453 Madison Avenue

7 lessons

Fee: \$3
Day and evening classes

Surgical Dressings

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF BROOKLYN
376 Schermerhorn Street, Brooklyn

8 lessons of 3 hours each
Day and evening classes

Fee: \$5
Hours to be arranged

Training Course for Volunteers

HOME SERVICE SECTION OF THE AMERICAN RED CROSS
Grand Central Palace, Lexington Avenue and 46th Street

Subjects: Volunteer service. Reasons for home service, medical advice in the home, obligations of the home service to the child, household budgets, women and children in industry, allotments, allowances and war-risk insurance, after-care of wounded soldiers and sailors, home service methods and problems.

8 weeks, beginning October 1

1 hour, twice weekly
Field work, 6 half-days a week

Training Course for Volunteers

SCHOOL OF SOCIOLOGY AND SOCIAL SERVICE, FORDHAM UNIVERSITY
233 Broadway

Subjects: American Red Cross home service. Functions and organization of the American Red Cross. Field and methods of home service, the normal family, the unstable family, re-education and readjustment of the disabled soldier, case work.

September 30 to January 20
January 27 to May 26

Fee: \$10

Volunteer Social Work, Problems and Methods of

BARNARD COLLEGE
Morningside Heights

Credit: 2 points
September 25 to February 4 or
February 5 to May 29

Fee: \$20
Afternoons, M. 1-2
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